

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of the Sister Cities
Commission (SCC)

Date of Meeting: Thursday, October 24, 2002

Place of Meeting: Milpitas Community Center,
457 E. Calaveras Blvd., Room 7&8

I. Roll

Chair Garcia called the meeting to order at 7:05 p.m.

Commissioners Present: Chahal, Garcia, Grilli, Lind, Swiger
Commissioners Absent: Arthur, Iringan
City Council Liaison Absent: Bob Livengood
MUSD Liaison Present: Mike Mendizabel

II. Alternates

There are no alternates to the commission.

III. Pledge

Chair Garcia led the Commission in the Pledge of Allegiance.

IV. Minutes

MOTION to approve the Minutes of September 24, 2002.

Staff changes: item 1 – no action was taken due to a lack of motion (instead of lack of quorum). Item 3 – draft was included in Sept. packet. Item 4 – not included in agenda packet. Item 5 – extra copies available at this meeting.

M/S: Grilli/Swiger

Ayes: All

V. Agenda

MOTION to approve the September 26, 2002 agenda.

M/S: Grilli/Swiger

Ayes: All

VI. Announcements/Correspondence

Commissioner Garcia received a telephone call from Japan informing her that the Mayor of Kukizaki had been arrested on charges of bribery. However, Tsukuba City will still merge with the Town of Kukizaki on Nov. 1st. The Mayor of Kukizaki will no longer be Vice Mayor of Tsukuba City. The new Mayor of Tskuba City seems more involved in a sister cities

relationship. The Chair from Kukizaki's Sister Cities Assoc. and the Mayor's office reassured Milpitas that our relationship would not be adversely affected due to this event.

Staff announced the following items: 1) Sister Cities International Sept./Oct. newsletter is included in the agenda packets; Also, another publication that has the Sept. has a photo of the Kukizaki-to-Milpitas visit; and the Oct. publication has a nice note to our "Friends In Milpitas." 2) Thanks to the commission members that attended the City Hall Grand Opening. 3) Staff produced a video that has been mailed for the Tsukuba/ Kukizaki merger ceremony.

Staff requested a volunteer to help work on a Sister Cities International contest for a trip for two to its 2003 conference in St. Louis. Commissioner Grilli volunteered.

The next Sister Cities Commission meeting will take place in the new City Hall Committee Room.

VII. Citizen's Forum

No members from the public were present.

VIII. New Business

1. ACCOUNTIBILITY FOR CULTURAL EXCHANGE EXPENSES

Commissioner Garcia provided a review of the spreadsheets, trip accounting and arrangements of the enclosed packets, which show all of the expenses for the trip to and from Kukizaki. The City of Milpitas paid for the Welcome Gifts, and the expense accounting was presented to Council in June. The City Manager's office issued a brief memo informing Council that the gifts were paid out of the City budget. Gift money in the future will be appropriated in advance.

Commissioner Lind stated that people who went on the trip should have received their refund when they returned. In the future, staff will work with the commission further out before the trip. It was suggested that decisions should be made three months in advance of the trip, as opposed to two months. If there are no carryover of funds, there is a need to start working sooner on funding requests. Also, need additional time to research costs and receive bids. Staff clarified that the City of Milpitas expects to pay any deposits or 'up front' costs, but does not take on responsibility for citizens on the trip. Also, staff was not aware of deposits or payment of deposits. Commissioner Lind stated that the accounting is not an issue, however, she has a concern regarding the commission 'fronting' money for deposits. Staff stated that it is helpful to make decisions regarding the trip on an annual basis as flexibility is needed to obtain the award of funds. The trips have been very successful over the past two years, and the Council awarded funding for the last two Kukizaki-to-Milpitas trips which is confirmation of the Council's confidence in the commission.

Commissioner Grilli stated that making decisions on future funding is hypothetical because the expenses for students are insignificant. Commissioner Grilli also suggested that there might not be a need to issue any reimbursement of funds. Participants are paying up front for the trip and Kukizaki may sponsor a dinner or other event later on. Participants are still receiving what they paid for up front. Commissioner

Grilli's idea is that any left funds that are unspent due to the host's generosity should be donated to the Sister Cities Association for future involvement. However, if any event falls through, participants could receive a refund.

Commissioner Garcia talked about the need to establish a cancellation policy for next year and whether or not the commission or the association should establish this. Commissioner Grilli stated that the association should make the policy. Commissioner Swiger suggested purchasing airline tickets up front.

Discussion followed regarding the status of the Sister Cities Association. Chair Garcia noted that she has spoken with two individuals that are willing to be officers; three are needed for the non-profit status. It was confirmed that the checking account is closed.

MOTION to accept the Chair's report.

M/S: Swiger/Grilli

Ayes: All

IX. Old Business

2. RESEARCH UPDATE: CITY IN PROVINCE OF FLORENCE, ITALY

Commissioner Iringan will attend the County Sister Cities Commission meeting in November regarding Florence, Italy. This item will be carried to the next agenda.

3. REQUEST FOR SISTER CITY RELATIONSHIP APPLICATION FORM

Staff stated that the form could be used as a tool in conjunction with the commission's focus areas. This form follows what Sister Cities International would like its associations to use. Commissioner Garcia suggested that the form should be posted on the web site.

MOTION to accept proposed draft.

M/S: Grilli/Lind

Ayes: All

4. SISTER CITIES COMMISSION FOCUS AREAS, CRITERIA & PROCEDURES – FINAL DRAFT

Commissioner Swiger requested a comprehensive document that outlines the Commission's duties similar to a statement of procedures. School Board Member Mendizabel gave examples to add such as, "when should schools be contacted and who are the contacts. Commissioner Grilli stated that each year is somewhat different in terms of how exchanges are handled.

Staff suggested that in order to fulfill everyone's suggestions, this document could be something that shows how the program works, including focus areas and principles, as opposed to a procedural manual.

Commissioner Garcia proposed that a section of the document could include procedures (i.e. visit criteria & procedures). Staff was directed to begin a separate procedures listing with a volunteer from the commission. Commissioner Garcia will work with staff. Commissioner Swiger made a suggestion on Item 2, page 3, the Request for a Sister Cities Relationship form should be included. He also suggested that a timeline should be added to item 3 that would include an acknowledgement of submittals. Commissioner Lind suggested that a response within a specified time acknowledging receipt of the form should be included. The commission agreed that the response would be to amend the application within three meetings.

MOTION to approve final draft with noted changes.

M/S: Grilli/Chahal

Ayes: Chahal, Garcia, Grilli, Lind

Noes: Swiger

5. SISTER CITIES INTERNATIONAL (SCI) WEB PAGE REVIEW

This review will be conducted at the commission's January meeting.

6. CANCELLATION OF THE NOVEMBER AND DECEMBER MEETINGS

Without any pending business, the commission chose to cancel the November and December meetings.

MOTION to cancel the November and December Sister Cities Commission Meetings.

M/S: Lind/Garcia

Ayes: All

X. City Council Report

No report was presented.

XI. Future Agenda Items

1. Review of Sister Cities International web page (Jan.)
2. Discussion with Sister City Association Representative (TBD)
3. Procedures Calendar (Jan.)
4. Update on Sister Cities Relationship – Florence, Italy

XII. Adjournment

No further business was discussed with the meeting adjourned at 8:35 p.m. until the next regularly scheduled meeting, Thursday, January 23, 2003.

Respectfully Submitted,

Holly Cuciz
Staff Liaison

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of the Sister Cities
Commission (SCC)

Date of Meeting: Thursday, September 26, 2002

Place of Meeting: Milpitas Community Center,
457 E. Calaveras Blvd., Room 7&8

I. Roll

Chair Garcia called the meeting to order at 7:00 p.m.

Commissioners Present: Arthur, Garcia, , Grilli, Iringan
Commissioners Absent: Chahal, Lind, Swiger
City Council Liaison Absent: Bob Livengood
MUSD Liaison Present: Mike Mendizabel

II. Alternates

There are no alternates to the commission.

III. Pledge

Chair Garcia led the Commission in the Pledge of Allegiance.

IV. Minutes

MOTION to approve the Minutes of August 22, 2002.
M/S: Grilli/Iringan
Ayes: All

V. Agenda

MOTION to approve the September 26, 2002 agenda.
M/S: Grilli/Arthur
Ayes: All

VI. Announcements/Correspondence

Staff announced these items: 1) Congratulations to commissioner Grilli on his re-appointment to SCC for a three-year term expiring September 2005; 2) 2nd Annual Town Hall Meeting on Thurs., 10/03/02, 7 p.m. in the Milpitas Community Center; 3) Request for volunteers to assist with the City Hall Grand Opening Ceremony on Sun., October 20, 2002 from 1 – 4 p.m. Staff introduced Al Garcia, Chair, Citizens Advisory Commission: Mr. Garcia requested participation at the Town Hall Meeting. He explained the format: Part 1 presentations; Part 2 feedback from the community on issues of concern.

VII. Citizen's Forum

Two members from the public attended. There were no additional comments.

VIII. New Business

1. ACCOUNTIBILITY FOR CULTURAL EXCHANGE EXPENSES

Review of spreadsheets, trip accounting and arrangements followed. No action was taken as the Commission lost a quorum when Commission member Grilli needed to leave due to illness.

IX. Old Business

2. RESEARCH UPDATE: CITY IN PROVINCE OF FLORENCE, ITALY

Iringan noted that the County's Sister-County Commission will leave for Italy next week. It is expected to return with a report at its Nov. 7 meeting at County Bldg. Chair Garcia will also attend. Commission member Iringan will present a research update following the Sister-County Commission's November session.

3. REQUEST FOR SISTER CITY RELATIONSHIP APPLICATION FORM

Brief discussion of items in agenda packet occurred. Item to be carried to October meeting.

4. SISTER CITIES COMMISSION FOCUS AREAS, CRITERIA & PROCEDURES

Brief discussion of items in agenda packet occurred. Item to be carried to October meeting.

X. City Council Report

None

XI. Future Agenda Items

1. Carryover item from Item 1; accountability
2. Discussion with Sister City Association Representative (TBD)
3. Sister Cities Focus Areas, Criteria and Procedures – Final Approval (Oct.)
4. Form: Request for a Sister City Relationship (Oct.)
5. Review of Sister Cities International web page (Oct.)
6. Staff request to cancel Nov. 28 mtg. (Thanksgiving Day) & Dec. 26 mtg. (Winter Holidays)

XII. Adjournment

No further business was discussed with the meeting adjourned at 7:40 p.m. until the next regularly scheduled meeting, Thursday, October 24, 2002.

Meeting Concluded. No adjournment due to lack of quorum.

Respectfully Submitted,

Leslie Stobbe
Staff Liaison

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of the Sister Cities
Commission (SCC)
Date of Meeting: Thursday, August 22, 2002
Place of Meeting: Milpitas Community Center,
457 E. Calaveras Blvd., Room 7&8

I. Roll

Vice Chair Arthur called the meeting to order at 7:15 p.m.

Commissioners Present: Arthur, Chahal, Lind, Swiger
Commissioners Absent: Garcia, Grilli
City Council Liaison Present: Bob Livengood
MUSD Liaison Present: Mike Mendizabel

II. Alternates

There are no alternates to the commission.

III. Pledge

Vice Chair led the Commission in the Pledge of Allegiance.

IV. Minutes

MOTION to approve the Minutes of July 25, 2002.

M/S: Lind/Swiger

Ayes: All

V. Agenda

MOTION to approve the August 22, 2002 agenda.

M/S: Lind/Swiger

Ayes: All

VI. Announcements/Correspondence

Staff presented these items: 1) Congratulations to Vice Chair Arthur on her re-appointment to SCC for a three-year term expiring September 2005; 2) Congratulations to Commissioner Chahal for his invitation from the general secretary of the International Association for Religious Freedom to participate in the 31st World Interfaith Congress; 3) Request for volunteers to assist with the City Hall Grand Opening Ceremony on Sun., October 20, 2002; 4) Sister Cities International annual

membership dues of \$525 were paid to in July 2002.

VII. Citizen's Forum

One person from the public was present. There were no comments.

VIII. New Business

None

IX. Old Business

1. KUKIZAKI TO MILPITAS VISIT: JULY 31 – AUGUST 7, 2002

Vice Chair Arthur reported that all scheduled events went well and there were no problems for the Kukizaki delegation during the visit. She thanked Zachary DeVine, public information intern, for his assistance with the events at City facilities. The Vice Chair noted that a gracious letter of thanks was received from the Kukizaki delegation. Discussion followed regarding financial accounting by the Sister Cities Association (SCA) and available funds to host refreshments and entertainment at the Friendship Party held on August 4, 2002. Commissioner Lind noted that City staff informed her of limited funding for refreshments and no funding available to cover the \$50 entertainment cost. Further, when Commissioner Lind contacted Marsha Grilli, a SCA representative, she was informed that no funding existed and SCA's checking account was closed. Commissioner Lind was referred to Chair Garcia who informed Commissioner Lind that there was some money remaining from deposits made by Milpitas residents that traveled to Kukizaki for the June visit. Discussion followed regarding the City Attorney's Office follow-up with SCA's filing for non-profit status. It was noted that SSA paid refreshment costs associated with the 2001 Friendship Party. Grilli Family (entertainment) and Commissioner Lind (refreshments and cakes) paid costs for the 2002 Friendship Party. Questions followed regarding SSA's board of directors and membership status, and whether or not it held a checking account. Discussion continued noting concerns over the functionality of SCA. Specifically noted was information that a free airline ticket may have been obtained as part of the air travel purchase for the trip to Kukizaki. Commissioner Lind noted that such an award could be used as part of a scholarship. Discussion returned to the costs of the 2002 Friendship Party. Concern was expressed that it may not be appropriate to use money for events during the Kukizaki-to-Milpitas visit that was obtained from, and assumed to be returned to, Milpitas residents paying for the Milpitas-to-Kukizaki visit. The Commission explored information that there was a verbal agreement with Milpitas travelers that money paid for the Milpitas-to-Kukizaki visit may be held pending costs for deposits, which are recovered, and then to be returned to the Milpitas travelers. Concern was expressed that there was no documentation or other announcement of this agreement. Vice Chair Arthur noted that the SCA does not report its funding to the SCC. She reviewed SCC's gift budget and expenses for the August visit, noting that these exceeded SCC's budget. She stated that she always paid the amount over budget out-of-pocket. Commissioner Lind clarified that she is not implying that money was fraudulently mishandled. Her assertion is that SCC needs increased accounting from SCA to answer concerns that money remains to be refunded to Milpitas residents. Commissioner Lind requested this issue be carried to the September agenda. Council Liaison Livengood noted that while he cannot speak to the existence of SCA, he underscored the importance of not confusing the responsibilities and expenses of the separate cultural exchanges. The trip to Japan is under

the auspices of the SCA. It is the SCA's responsibility to handle all the bookkeeping and monetary transactions for that trip. It is incumbent upon SCA to ensure that trip is handled appropriately. He noted that the City Attorney's Office has reactivated the filing for 501-(C) 3 status on behalf of SCA. Council Liaison Livengood reviewed his statements at the 6/18/02 Council Meeting regarding the need for flexibility to provide funding for the visits to Milpitas. It is the intention that all reasonable expenses for this visit be paid by the City of Milpitas. Therefore, any outstanding expenses for the August trip this year will be reimbursed. Council Liaison Livengood noted that these are the loose ends of a structured visit. There needs to be a system of cost accounting for both trips, for which the City can provide a breakdown of the visit to Milpitas. Consensus was to review trip funding and the role of the SSA at the September meeting.

The Council Liaison direct staff to:

- Determine if the Sister Cities Association has a checking account and if so, note the balance;
- Find who is named on that account and responsible for the checkbook;
- Obtain an accounting for the June visit with an explanation of the process to collect funds;
- Provide a detail of June visit funds and show where these were used for the August visit
- Answer how Milpitas travelers of the June visit will be reimbursed;
- Provide an accounting for the August visit.

In closing, Commissioner Lind complemented the work of City staff Zachary DeVine and Barbara Daniels.

2. RESEARCH UPDATE: CITY IN PROVINCE OF FLORENCE, ITALY

This item was postponed to the September meeting.

X. City Council Report

No report given.

XI. Future Agenda Items

1. Review of trip funding and the role of the SSA (Sept.)
2. Discussion with Sister City Association Representative (TBD)
3. Sister Cities Focus Areas, Criteria and Procedures – Final Approval (Sept. & Oct.)
4. Form: Request for a Sister City Relationship (Sept. & Oct.)
5. Review of Sister Cities International web page (Oct.)

XII. Adjournment

No further business was discussed with the meeting adjourned at 7:50 p.m. until the next regularly scheduled meeting, Thursday, September 26, 2002.

MOTION to ADJOURN
M/S: Swiger/Chahal
Ayes: All

Respectfully Submitted,

Leslie Stobbe
Staff Liaison

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of the Sister Cities Commission (SCC)
Date of Meeting: Thursday, July 25, 2002
Place of Meeting: Milpitas Community Center,
457 E. Calaveras Blvd., Room 7&8

I. Roll

Chair Garcia called the meeting to order at 7:00 p.m.

Commissioners Present: Garcia, Swiger, Lind, and Iringan
Commissioners Absent: Chahal, Grilli, and Arthur
City Council Liaison Absent: Bob Livengood
MUSD Liaison Present: Mike Mendizabel

II. Alternates

There are no appointed alternates to the commission.

III. Pledge

Chair led the Commission in the Pledge of Allegiance.

IV. Minutes

MOTION to approve the Minutes of June 27, 2002.

M/S: Lind/Iringan

Ayes: All

V. Agenda

MOTION to approve the July 25, 2002 agenda.

M/S: Lind/Iringan

Ayes: All

VI. Announcements/Correspondence

Public Information Intern Zachary Devine announced that DNL Catering will cook the food before delivering it for the barbecue for the Kukizaki visit. The edited contract was delivered to Commissioner Lind and staff will obtain all the necessary supplies for the barbecue.

Commissioner Garcia shared a picture that is in the Milpitas Post from

the visit to Kukizaki.

VII. Citizen's Forum

No persons from the public were present.

VIII. Old Business

1. KUKIZAKI TO MILPITAS VISIT: JULY 31 – AUGUST 7, 2002

The Commissioners continued work on the itinerary for this cultural exchange. Commissioner Garcia stated that thirteen adults and sixteen students would arrive July 31.

Commissioner Garcia distributed the itinerary and noted that a tour of City facilities would include the Sports Center and Fire Department. The adult delegation will attend this tour while students visit MUSD summer school.

Commissioner Iringan volunteered to be a driver to the Wine Train for the adults. The students will visit the Tech Museum, St. Joseph's Cathedral and Ceasar Chavez Park in San Jose. The Welcome Dinner will take place at Embassy Suites in the Seville Room. Discussion followed regarding details for the Friendship Party.

2. RESEARCH UPDATE: CITY IN PROVINCE OF FLORENCE, ITALY

Commissioner Iringan will attend the August County Sister Cities Commission and provide an update at the next meeting.

X. City Council Report

No report was presented.

XI. Future Agenda Items

1. Discussion with a Sister Cities Association representative
2. Sister Cities Focus Areas, Criteria and Procedures (Sept. & Oct.)

XII. Adjournment

No further business was discussed with the meeting adjourned at 7:55 p.m. until the next regularly scheduled meeting, Thursday, August 22, 2002.

MOTION to ADJOURN
M/S: Lind/Iringan
Ayes: All

Respectfully Submitted

Holly West
Recording Secretary

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of the Sister Cities
Commission (SCC)

Date of Meeting: Thursday, June 27, 2002

Place of Meeting: Milpitas Community Center,
457 E. Calaveras Blvd., Room 7&8

I. Roll

Chair Garcia called the meeting to order at 7:05 p.m.

Commissioners Present: Chahal, Garcia, Grilli, Arthur, Swiger, and Lind
Commissioners Absent: Iringan
City Council Liaison: Bob Livengood
MUSD Liaison Absent: Mike Mendizabel

II. Alternates

There are no appointed alternates to the commission.

III. Pledge

Chair led the Commission in the Pledge of Allegiance.

IV. Minutes

MOTION to approve the Minutes of May 23, 2002.

M/S: Swiger/Grilli

Ayes: All

V. Agenda

MOTION to approve the June 27, 2002 agenda.

M/S: Swiger/Grilli

Ayes: All

VI. Announcements/Correspondence

Staff made an announcement regarding the Sister Cities Commission budget. The budget remains the same for fiscal year 2003, including \$500 for gifts. The Sister Cities International membership dues will increase from \$480 to \$525 for 2003.

VII. Citizen's Forum

No persons from the public were present.

VIII. New Business

1. REVIEW PROPOSED BYLAWS

Staff reviewed the proposed bylaws with the commission and recommended conceptual approval.

MOTION to accept the proposed bylaws.

M/S: Grilli/Swiger

Ayes: All

2. UPDATE ON 4TH OF JULY PARADE: MILPITAS...A GREAT AMERICAN CITY ON PARADE

The commission received an update on the event from staff. The commission will not participate directly in the parade, but will attend the event.

VIII. Old Business

3. UPDATE ON MILPITAS TO KUKIZAKI VISIT: JUNE 14 – 23, 2002

Commissioners Arthur and Garcia reported on the visit to Kukizaki. They stated that it was an excellent visit. They met with the Mayor of Tskuba City who is open to a sister cities relationship, but may want to limit it to ten students, and only have adult visits every three to five years. He is willing to continue a sister cities relationship as it currently exists, but he would like more citizen leadership. Mayor Manayan requested to make a two-minute video for Tskuba City, which should be completed before their visit.

There were some questions about the sister cities MOU. For one more year it will remain unchanged, then the commission may consider renewing the MOU, which remains as is until the end of 2003. Outside of the United States, cities are not restricted on the number of sister cities relationships they may have, however in the United States the number allowed is one. The city of Irvine does not have an MOU, but has a verbal contract for their current sister city relationship.

4. KUKIZAKI TO MILPITAS VISIT: JULY 31 – AUGUST 7, 2002

Staff handed out a revised itinerary that will be distributed to the City Council in their weekly report. Staff will assist with scheduling for the visit. All city facilities have already been reserved for the events. Commissioners Garcia and Arthur will meet the group at the airport. Commissioner Arthur will be the lead for the student, adult, and city-to-city gifts. The adult gifts will still be presented at the Welcome Dinner, and the city-to-city gift will be presented at the Welcome Dinner as well. The invitations will be mailed out July 5th with payment to be due by July 19th.

Commissioner Grilli will provide a quote on the trip to Yosemite, which will be distributed to Kukizaki visitors and host families. Staff notified the commission about the lowest bid for the food for the barbecue, which was from DNL Catering. The commission would like to use DNL catering, and currently it is expected that 130 people will attend.

For the Farewell Ceremony, it was determined that a parting gift and refreshments are not needed. At the ceremony, a student volunteer will give remarks, as well as a City Council member. The commissioners will conduct further review of the visit at their July meeting.

5. RESEARCH UPDATE: CITY IN PROVINCE OF FLORENCE, ITALY

This item has been moved to the July meeting.

X. City Council Report

The City Council has approved a budget appropriation for the group visit. The City Council will deal with the budget for visits on a year by year basis within a reasonable amount.

XI. Future Agenda Items

1. Discussion with a Sister Cities Association representative
2. Sister Cities Focus Areas, Criteria and Procedures (Aug., Sept. & Oct.)
3. Review of Sister Cities International Website
4. Kukizaki to Milpitas
5. Research update on sister cities relationship with Florence, Italy

XII. Adjournment

No further business was discussed with the meeting adjourned at 8:05 p.m. until the next regularly scheduled meeting, Thursday, July 25, 2002.

MOTION to ADJOURN
M/S: Grilli/Chahal
Ayes: All

Respectfully Submitted

Holly West
Recording Secretary

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of the Sister Cities
Commission (SCC)
Date of Meeting: Thursday, May 23, 2002
Place of Meeting: Milpitas Community Center,
457 E. Calaveras Blvd., Room 7&8

I. Roll Chair

Garcia called the meeting to order at 7:20 p.m.

Commissioners Present: Garcia, Swiger, Chahal, Grilli

Commissioners Absent: Arthur, Iringan, Lind

City Council Liaison Absent: Vice Mayor Bob Livengood

MUSD Liaison Absent: Mike Mendizabal

II. Alternates

There are no appointed alternates to the commission.

III. Pledge

Chair led the Commission in the Pledge of Allegiance.

IV. Minutes

MOTION to approve the Minutes of April 25, 2002.

M/S: Chahal/Swiger

Ayes: All

V. Agenda

MOTION to approve the May 23, 2002 agenda.

M/S: Grilli/Chahal

Ayes: All

VI. Announcements/Correspondence

Staff distributed a publication from the Sister Cities International website community resource center. This will be added at a future agenda to

show the commission how the website works. Commissioners will begin receiving newsletters at their home address.

VII. Citizen's Forum

No persons from the public were present.

VIII. New Business

1. Review Proposed Bylaws

This agenda item was moved to the commission meeting scheduled for June 27, 2002.

2. 4th of July Parade

Staff reviewed the parade path and reminded commissioners that they have an opportunity to do a float, drive a car or walk down the parade path with a banner. The deadline for parade applications has been extended to June 7th. Commissioner Garcia expressed an interest in having a banner and she will follow-up. It was suggested that the banner say something about the merger of Tskuba and Kukizaki. Commissioner Garcia will ask students to carry the banner. Staff will notify the Recreation Dept. about the commissioners possible participation in the parade.

IX. Old Business

3. Milpitas to Kukizaki Visit: June 14 – 23, 2002

Commissioner Garcia stated that the plans are going well for the visit. Kukizaki will have a match list of students by Monday, although they are having trouble finding girl homes. Some activities include touring the palace gardens, Disney, touring Tskuba City, and shopping. Milpitas students will be going to school with the host students, and adults are going to a hot springs resort. Commissioner Garcia will report on the visit at the June commission meeting.

4. Milpitas Global Village Booths: Wrap up

Commissioner Garcia stated that the booth was a success and financially they broke even. She stated that Commissioner Arthur did a great job handling the food. The cultural booth was received well and the children had fun making origami. All of the commissioners participated, as well as most people going on the trip to Kukizaki. Staff will work with the commission to create a thank you letter for people that worked in the booth and it was suggested that Vice Mayor Livengood sign the letter. Staff will follow-up regarding the letter.

5. Kukizaki to Milpitas Visit, July 31 – August 7, 2002

This agenda item was moved to the commission meeting

scheduled for June 27, 2002.

6. Research Update: City in Province of Florence, Italy

This agenda item was moved to the commission meeting scheduled for June 27, 2002.

7. Sister Cities Focus Areas, Criteria and Procedures

This agenda item was moved to a future meeting.

X. City Council Report

No report was presented.

XI. Future Agenda Items

1. Discussion with a Sister Cities Association representative (to be determined).
2. Sister Cities Focus Areas, Criteria and Procedures (to be determined).
3. Review of Sister Cities International Website

XII. Adjournment

No further business was discussed with the meeting adjourned at 8:20 p.m. until the next regularly scheduled meeting, Thursday, June 27, 2002.

MOTION to ADJOURN

M/S: Grilli/Swiger

Ayes: All

Respectfully Submitted

Holly West
Recording Secretary

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of the Sister Cities
Commission (SCC)
Date of Meeting: Thursday, April 25, 2002
Place of Meeting: Milpitas Community Center,
457 E. Calaveras Blvd., Room 7&8

I. Roll

Chair Garcia called the meeting to order at 7 p.m.

Commissioners Present: Garcia, Iringan, Swiger and Alternate Chahal.

City Council Liaison Present: Vice Mayor Bob Livengood

MUSD Liaison Present: Mike Mendizabal

II. Alternates

The Chair sat Alternate Chahal for a quorum.

III. Pledge

Chair led the Commission in the Pledge of Allegiance.

IV. Minutes

MOTION to approve the Minutes of March 28, 2002.

M/S: Swiger/Iringan

Ayes: All

V. Agenda

MOTION to approve the April 25, 2002 agenda with correction to Item 2:
Chair and Vice Chair titles switched to proper names.

M/S: Swiger/Iringan

Ayes: All

VI. Announcements/Correspondence

The Chair announced that Vice Chair Arthur and Commissioner Grilli could not be present. Staff Liaison announced that Commissioner Lind sent an email noting she could not be present. Staff distributed the Town of Kukizaki's community guide.

VII. Citizen's Forum

No persons from the public were present.

VIII. Old Business

1. Milpitas to Kukizaki Visit

The Chair reported that she and the Vice Chair conducted a successful orientation for the 6 adults and 15 students preparing for the visit. A match list of host families in Kukizaki has not yet arrived. Three orientation classes will be held at Russell Middle School on May 9, 16, 23 (mostly cultural orientation; some language). Milpitas resident Lisa Nakamatsuo will teach this three-week course. Also, Kukizaki representatives requested the occupations of Milpitas adults participating with the exchange.

MUSD Liaison reviewed his contact with the MHS photo teacher regarding options for a photomontage. Purpose is to create a sophisticated gift for presentation to the Mayor of Tsukuba City. Discussion followed regarding creative approach. Favored idea was comparative photos of Ed Levin Park/Sandy Wool Lake and the new city hall. Cost estimate is \$200 not including frame. Discussion followed regarding contributions from artists and vendors. Action items: MUSD Liaison will coordinate with photographer; commission member Iringan will seek contributions for framing.

Commission member Swiger requested consideration of biannual cultural exchange visits with Tskuba City, should this city desire to continue the relationship. Discussion followed regarding merits of annual vs. biannual visits and limiting the number of Milpitas students and adults on exchanges. Concern was expressed regarding the ability to support a second sister city relationship. Dynamics of other sister city relationships that do not include cultural exchanges were reviewed.

Council Liaison noted that the current Memorandum of Understanding would need to be modified and requires Council approval should Tskuba City desire to continue the relationship. Chair noted that Tskuba City does have a sister city relationship with the City of Irvine in Southern California. This relationship is not registered with Sister Cities International and therefore does not present a conflict with SCI's bylaws. Consensus was to discuss the decision with Tskuba City representatives and then make a recommendation to Council regarding a modification to the MOU as necessary.

Debra demonstrated a plaque with a 'Key to the City of Milpitas' for presentation to the Mayor of Tskuba City.

2. Milpitas Global Village Booths: May 18, 2002

Chair presented Vice Chair's report. Public Health Dept. fees are paid and booths scheduled. Discussion included: volunteer scheduling; review of proper food preparation and

money handling; for the craft booth, students going to Kukizaki this year will conduct origami activity; historical table at the craft booth will include display of Kukizaki's gifts from previous years. Staff Liaison will arrange time with event leaders to review gifts in storage and will search for existing banner used two years ago. If not found, commissioners will provide a banner. Discussion concluded with review of booth space design and locations. Swiger offered having badges for adults and students at craft booth saying, "I've been to Kukizaki." Vice Chair will call the commission for sign-up times.

3. Kukizaki to Milpitas Visit, July 31 – August 7, 2002

The Chair presented the Vice Chair's report. Kukizaki adults requested a one night stay in San Francisco, most likely to begin upon their arrival at SFO. They will make their own reservations. Adults would travel next day via BART to Fremont and need transport to Milpitas. Regarding the overnight stay for students, Yosemite National Park campsites are booked and other locations are being researched. Discussion followed about possibility to charter a bus for a one day Yosemite excursion or a day trip NASA/AMES Space Camp. The possibility of having to coordinate only day trips was noted. Chair will request that Grilli obtain all transport pricing. Planning session followed for the week's events.

X. City Council Report

Council Liaison complimented the commission on work conducted that evening and noted there was no report.

XI. Future Agenda Items

1. Research Update: City in Province of Florence, Italy (May agenda).
2. Sister Cities Focus Areas, Criteria, and Procedures (May agenda).
3. Commission participation in the 4th of July Parade (May agenda).
4. Discussion with a Sister Cities Association representative (undetermined).

XII. Adjournment

No further business was discussed with the meeting adjourned at 8:40 p.m. until the next regularly scheduled meeting, Thursday, May 23, 2002.

MOTION to ADJOURN

M/S: Swiger/Iringan

Ayes: All

Respectfully Submitted

Leslie Stobbe
Staff Liaison

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of the Sister Cities
Commission (SCC)
Date of Meeting: Thursday, March 28, 2002
Place of Meeting: Milpitas Community Center, 457 E.
Calaveras Blvd., Room 7&8

I. Roll

Chair Garcia called the meeting to order at 7:00pm.

Commissioners Present: Arthur, Garcia, Grilli, Iringan, Lind, Swiger and
Alternate Chahal.

City Council Liaison Absent: Vice Mayor Bob Livengood

MUSD Liaison Present: Mike Mendizabal

II. Alternates

Chair did not seat any alternates.

III. Pledge

Chair led the Commission in the Pledge of Allegiance.

IV. Minutes

Commissioner Swiger requested two amendments: 1) the correct
spelling of Tsukuba City, and; 2) the correct spelling of his last name.

MOTION to approve the Minutes of February 28, 2002 as amended.

M/S: Swiger/Iringan

Ayes: All

V. Agenda

MOTION to approve the March 28, 2002 Agenda.

M/S: Lind/Grilli

Ayes: All

VI. Announcements/Correspondence

The Staff Liaison made these announcements: Recent City Council actions have moved Alternate Commissioner Chahal to the 'Alternate No. 1' position. If Alternate Commissioner Chahal and other Commissioners desire his appointment to a permanent seat, they must inform the Mayor. The Mayor recommends commission appointments to the City Council.

The Staff Liaison distributed a brief e-mail correspondence with Rowana Garcia regarding Ms. Garcia's inquiry on behalf of the County's sister cities program.

The Staff Liaison asked the commission to consider participating in the 4th of July parade and requested this item be added to Future Agenda Items.

VII. Citizen's Forum

No persons from the public were present.

VIII. Old Business

1. Research Update on Florence Italy

Commission member Iringan contacted Peggy Hall and is waiting for a reply. He asked to have this item agendaized to a future meeting for an update.

2. Sister City Focus Areas, Criteria and Procedures

Staff reviewed the third draft with the commission. She noted changes that reflect the commission's volunteer-based orientation. The commission could choose to post this information on the web-site for the public. Discussion followed regarding the criteria listing: it is intended for review purposes only; it is unlikely that any one city could meet all of the criteria, and; a city would not be excluded for this reason. Staff will prepare a draft application form.

Chair Garcia asked staff to include a statement about support groups in Milpitas that can help with fund raising and other tasks.

Commission member Swiger asked staff to include a statement about health, safety and security conditions under the "Political" heading.

Staff will prepare another draft for the May meeting. It was noted that the criteria and the application form require City Council approval.

3. Milpitas to Kukizaki Visit, June 14-23, 2002

Vice Chair Arthur opened the discussion with a report of her conversations with Kukizaki representatives. The dates are set for June 14 – 23 and acceptance of applications is closed. The Commission has received 13 applications (5 girls and 8 boys). Chair Garcia noted that one female applicant is from Gilroy, however, her aunt is Daisy Loy, a teacher in Milpitas. At this point, two additional Milpitas families not sending students on this exchange, are willing to host Kukizaki students in July-August. Discussion followed regarding the merits of attending Tokyo Disney. It was noted that students also attend ceremonial events and historical sites. Vice Chair Arthur reviewed a tentative itinerary from Kukizaki, and will schedule a meeting for the student applicants, their parents, and adult travelers within two weeks. The Recording Secretary will assist the Vice Chair with City facility scheduling.

IX. New Business

4. Milpitas Global Village Booth

Vice Chair Arthur opened the discussion with information about the event. They will have two adjacent booths, one for the sale of food for fund raising, and the other will contain information pamphlets, as well as a required display or crafts. Chair Garcia suggested Origami for the booth in order to get children involved. One idea is a display showing all of the gifts given to the City by Kukizaki. Staff noted that the City will pay for the booths, and the Association has obtained a health permit (fee is \$44.00). The food cannot be prepackaged or homemade and is required to be made in the booth.

Vice Chair Arthur will be the lead person the food preparation and sales, and Chair Garcia will be the lead for the display/craft booth. Vice Chair Arthur asked all of the Commissioners to participate in the event.

5. Kukizaki to Milpitas Visit, July 30 – August 7, 2002 (tentative)

Options for an overnight trip to Yosemite National Park were reviewed. Staff distributed information about Internet reservations. Commissioner Grilli was requested to move ahead with making campsite reservations at Yosemite. Commissioner Arthur noted that Kukizaki representatives have set a maximum of 8 girls and 8 boys for the trip. She also stated that there would be a limit of one student per host family. In addition, students need to be notified if there are pets in the home. Itinerary options were discussed. By consensus, it was decided that the April meeting be a study session to set the itinerary. Staff stated she has notified the City Manager's/Mayor's Secretary of these tentative dates.

X. City Council Report

None

XI. Future Agenda Items

By consensus, the commission cleared the April agenda as much as possible to provide adequate time for a planning session about the Kukizaki to Milpitas visit.

1. Research Update: City in Province of Florence, Italy (May agenda).
2. Sister Cities Focus Areas, Criteria, and Procedures (May agenda).
3. Commission participation in the 4th of July Parade (May agenda).
4. Discussion with an Sister Cities Association representative (undetermined).

XII. Adjournment

No further business was discussed with the meeting adjourned at 8:35 p.m. until the next regularly scheduled meeting, Thursday, April 25, 2002.

MOTION to ADJOURN

M/S: Arthur/Chahal

Ayes: All

Respectfully Submitted

Holly West
Recording Secretary

Leslie Stobbe
Staff Liaison

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of the Sister Cities
Commission (SCC)
Date of Meeting: Thursday, February 28, 2002
Place of Meeting: Milpitas Community Center, 457 E.
Calaveras Blvd., Room 7&8

I. Roll

Vice Chair Garcia called the meeting to order at 7:00pm.

Commissioners Present: Arthur, Garcia, Iringan, Swiger and Alternate Chahal.

Commissioner's Absent: Grilli, Lind

City Council Liaison Present: Vice Mayor Bob Livengood

MUSD Liaison Present: Mike Mendizabal

II. Alternates

Vice Chair sat Alternate Chahal and noted Commissioner Arthur has been appointed to the commission at the 2/19/02 Council meeting.

III. Pledge

Vice Chair led the Commission in the Pledge of Allegiance.

IV. Minutes

MOTION to approve the Minutes of October 25, 2001.

M/S: Swinger/Iringan Ayes: All

V. Agenda

Vice Chair requested item under "Future Items" be discussed under New Business.
MOTION to approve the February 28, 2002 Agenda.

M/S: Arthur/Iringan Ayes: All

VI. Announcements/Correspondence

Vice Chair announced the resignation of Peggy Hall and appointment of Echo Arthur. She introduced Mike Mendizabal as the new MUSD Liaison.

The Staff Liaison proceeded with the following announcements: Stephen Gilbert submitted his resignation noting a conflict with teaching an evening course; a budget increase for gifts from \$500 to \$750 was submitted for Council approval; review of current information on the Directory of Local Officials; procedures for commission business cards; EcoPass applications distributed; several Sister Cities International newsletters and announcements; SCI's directory available for "check out"; photos from last Kukizaki visit. Discussion followed regarding a scrapbook of photos. Commission members will contact MVP for assistance, as needed.

MUSD Liaison introduced himself and asked that commissioners contact him with any questions.

VII. Citizen's Forum

No persons from the public were present

VIII. Elections

Staff called for nominations of Chair. Debra Garcia was named.
MOTION to elect Debra Garcia as Chair of the Commission.
M/S: Swinger/Iringan Ayes: All

Staff called for nominations of Vice Chair. Echo Arthur was named.
MOTION to elect Echo Arthur as Vice Chair of the Commission.
M/S: Garcia/Swinger Ayes: All

VIII. Old Business

1. Research Update on Florence Italy

The Commission discussed its interest in maintaining this project. Commission member Iringan expressed interest in taking on the lead. Consensus was to approve Commission member Iringan leading this research project.

2. Sister City Focus Areas, Criteria and Procedures

Staff reviewed the study binders prepared for this project. Discussion followed regarding binder content, SCI web page offerings, and draft review of the focus areas and suggested application form. Staff may not be able to re-format the

application form right away, but stated she noted all comments and will return with a third draft of the focus statements and criteria list at the March meeting. Staff will provide the SCI web page code for the ICRC section when the page is activated, which SCI states will occur in July. Vice Mayor Livengood noted that the Commission should keep the audience in mind and what is trying to be conveyed. Also, note that the Commission is volunteer-based and be very clear how this works. Finally, this will need to be presented to the Council.

IX. New Business

1. Milpitas to Kukizaki Cultural Exchange, June 14-23, 2002

Vice Chair Arthur opened the discussion with a report of her conversations with Kukizaki representatives. The Commission reviewed the following: approximate costs and travel arrangements; date and duration of visit, and; coordinating chosen dates with MUSD summer school schedule. The Commission chose travel dates of June 14 – 23. Discussion turned to promoting the visit. Staff will assist the Vice Chair with a news release, place information and an updated application on the City's web page, and update the application. Garcia will mail an announcement to families that participated previously and others that may be interested. A March 22 deadline for applications was set. A committee for the visit was established of Arthur and Garcia working with MUSD Liaison Mendizabal for school contacts (7th – 9th grades). Ways to reach local private schools were reviewed. Garcia stated she would conduct this outreach. The commission then set tentative dates for the Kukizaki visit: July 30 – August 7, 2002. Tentative activities and options for an overnight trip were reviewed. Staff volunteered to research camping reservations at Yosemite National Park. San Jose Family Camp and a beach park were also suggested. Discussion followed regarding the incorporation of Kukizaki into Scuba City. Arthur reported that it is her understanding that Scuba City will honor the relationship this year and the future years are in question.

X. City Council Report

Vice Mayor Bob Livengood noted that City Hall construction is now proceeding smoothly and that the City-appointed team is keeping the project on schedule..

XI. Future Agenda Items

1. Kukizaki visit: July 30 – August 7, 2002 (March agenda).

2. Discussion with Sister Cities Association representative.

XII. Adjournment

No further business was discussed with the meeting adjourned at 8:35 p.m. until the next regularly scheduled meeting, Thursday, March 28, 2002.

MOTION to ADJOURN

M/S: Arthur/Chahal yes: All

Respectfully Submitted

Renee Lorentzen
Public Services Assistant II

Leslie Stobbe
City Liaison

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of Sister Cities
Commission (SCC)

Date of Meeting: Thursday, January 25, 2001

Place of Meeting: Milpitas Community Center, 457 E.
Calaveras Blvd., Rooms 7&8

I. Roll

Chairperson Garcia called the meeting to order at
7:00pm

Commissioner's Grilli, Hall, Lind, Swiger and Alternates
Arthur, Chahal and Iringan were present.

Commissioner Absent: Steven Gilbert

Council Liaison Absent: Vice Mayor Bob Livengood

City Staff Present: Leslie Stobbe, Public Information
Specialist; Renee Lorentzen, Public Services Assistant II.

II. Alternates

The Chair placed Alternate Iringan in Commissioner
Gilbert's absence.

III. Pledge

The Chair led the Commission in the Pledge of Allegiance.

IV. Minutes

MOTION to approve the Minutes of November 16, 2000.

M/S: Lind/Swiger Ayes: All

V. Agenda

MOTION to approve the Agenda as submitted.

M/S: Lind/Grilli Ayes: All

VI. Announcements/Correspondence

Leslie Stobbe introduced herself as the new City Staff Liaison to the Sister Cities Commission and expressed her pleasure to serve this Commission. She introduced the new Alternate, Satnam Chahal to the Commission.

Renee Lorentzen informed Commissioners that they are eligible for the EcoPass, which grants free access to VTA public transportation. She asked that Commissioners interested in this program talk with her after the meeting.

VII. Citizens Forum

No persons from the public were present.

VIII. Old Business

1. Preparation for the Upcoming Visit - *Milpitas*

to Kukizaki

Commissioner Garcia announced the next visit as June 16-22, 2001. She reminded the Commission that it needs a committee to recruit students and chaperones.

Commissioner Grilli informed the Commission that Mektec would not supplement the air faire for this trip. This may reduce the amount of eligible students. Commissioner Lind suggested that the Commission contact other Milpitas businesses such as Lifescan for assistance. It was discussed that a letter from Council Liaison Bob Livengood would be an effective approach to request assistance with air faire purchases and additional sponsorship.

Commissioner Garcia noted that the Junior High Schools need to receive information and applications for the Student Exchange. Commissioner Lind offered to take information to Russell Middle School. She will place an announcement for staff and students using the school's public address system.

Commissioner Lind agreed to head the Student Selection Committee. Commissioner Hall volunteered to serve with Commissioner Lind.

Discussion followed regarding considering school deadlines and the short turnaround time the application process. Consensus was that a deadline of March 16, 2001 would give students six weeks to turn in the application, with time for the Commissioners to review the applications before the March Sister Cities Commission Meeting.

Discussion followed regarding air faire cost without

corporate sponsorship for a rate discount. Commissioner Grilli cautioned that largest obstacle with ticket purchases would be timing and securing commitments with the understanding from participants there are no refunds for cancellations. Commissioner Garcia said she would contact Lifescan and Commissioner Lind said she would check with her company's travel agent.

Discussion followed about recruiting adult chaperones. Commissioner Grilli offered to start this outreach. Consensus was that adult participation includes MUSD teachers, parents and Milpitas community leaders and members. It was further agreed that the Commission would consider all inquiries from the community, as both Milpitas and Kukizaki desire a diverse representation of their respective communities.

Commissioner Grilli asked that another Commissioner share his Kukizaki Liaison duties and eventually take over this task since he will be devoting his time to other sister city relationships. Commissioners Arthur and Chahal volunteered.

Commissioner Garcia asked if any Commissioners were interested in accompanying the Kukizaki contingency in June. Commissioner Arthur said that she is interested.

Commissioner Swiger suggested establishing a general list of action items to follow when planning a visit. Commissioner Garcia and Grilli stated they would collaborate on a listing.

Commissioner Garcia concluded by saying that Gift Exchange ideas can be postponed to a later meeting date closer to the visit.

MOTION to accept two committees: 1) Student Selection Committee, Commissioners Lind and Hall, and; 2) Kukizaki Liaison Committee, including recruitment of adult chaperones, Commissioners Arthur, Chahal and Grilli.
M/S: Lind/Grilli Ayes: All

2. Preparation for the upcoming visit - *Kukizaki to Milpitas*

Commissioner Garcia presented that the Kukizaki visit is tentatively scheduled for August 18 - 24, 2001. She will contact a Kukizaki representative to confirm arrival and departure dates. It was noted that families of students who participated in the visit to Kukizaki would be encouraged to host families and/or students from Kukizaki during the August visit.

IX. New Business

1. Election of Officers

Current Chair Garcia opened discussion for Chairperson during 2001. MOTION to nominate Commissioner Grilli as Chairperson.
M/S: Garcia/Lind Ayes: All

Chairperson Grilli then governed the meeting.

New Chair Grilli opened discussion for Vice Chair during 2001. MOTION to Nominate Commissioner Garcia for Vice Chair.
M/S: Hall/Swiger Ayes: All

2. Research Update on Sister City relationship

with Potential City in Italy

Commissioner Hall informed the Commission that she contacted the office of Santa Clara County Supervisor Pete McHugh to obtain information on its sister-county commission and relationship with the Province of Florence, Italy. She reported that the county commission would meet on Thurs., February 1, 2001, which she will plan to attend.

Discussion followed regarding contacting Supervisor McHugh's assistant to obtain contact information for the sister-county commission's chair. Commissioner Hall said that she would report new information at the next meeting.

3. Inquiry regarding Sister Cities Relationship with Stonnington, Australia

Staff Liaison Stobbe discussed initial correspondence from City of Stonnington staff about researching a sister city relationship with the City of Milpitas. She noted that Milpitas staff responded informally with an explanation of the Commission's role in recommending sister city relationships to the Milpitas City Council. The Commission reviewed basic information from Stonnington's website. Discussion followed regarding Stonnington's location, size, demographics and economic structure.

MOTION to begin initial correspondence with Stonnington, Australia.
M/S: Garcia/Lind Ayes: All

Commissioner Grilli directed staff to write an initial inquiry letter for his signature.

4. Sister Cities Budget

Stobbe reviewed the Commission's \$480.00 budget for memberships during the 1999-2000 fiscal year. This amount is for membership to Sister Cities International. She proposed the Commission request an additional \$500.00 for gift exchanges with established sister cities. If approved by Council, the Commission's budget would total \$980.00 for these two types of expenditures during the 2000-01 fiscal year. Commissioner Grilli asked if the additional budget was to be used for gift exchanges exclusively. Stobbe responded that the intention is to provide additional support for gift exchanges, however it is up to the Commission as to what increments it chooses expend the budget for gifts to approved sister city representatives.

MOTION to accept staff's proposed budget.
M/S: Garcia/Lind Ayes: All

5. Sister Cities International Award

The Commission reviewed the application included in their packets. Discussion followed regarding the application. There was concern that the deadline did not allow enough time to accomplish all that is required for the submission.

Commissioner Grilli asked if there was interest in reviewing the criteria with a report to the Commission. Commissioner Garcia noted that receiving such an award would be beneficial when approaching companies for financial support and donations.

Commissioner Hall said that the Commission has achieved annual exchanges with Kukizaki. She said that she would research the Award application and

report back to the Commission.

X. City Council Liaison Report

There was no report.

XI. Future Agenda Items

No items requested.

XII. Adjournment

Commissioner Grilli adjourned the meeting at 8:00p.m.
until the next regularly scheduled meeting on February
22, 2001.

Respectfully Submitted,
Renee Lorentzen
Recording Secretary

Leslie Stobbe
Staff Liaison

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of the Sister Cities
Commission (SCC)

Date of Meeting: Thursday, September 27, 2001

Place of Meeting: Milpitas Community Center, 457 E.
Calaveras Blvd., Room 7&8

I. Roll

Chairperson Grilli called the meeting to order at 7:00pm.

Commissioners Present: Garcia, Hall, Iringan, Lind, Swiger and Alternate Arthur.

Commissioner's Absent: Gilbert and Alternate Chahal

City Council Liaison Present: Vice Mayor Bob Livengood

MUSD Liaison Absent: Marsha Grilli

II. Alternates

The Chair sat Alternate Arthur and noted Commissioner Gilbert had cleared his absence with Chair previous to the September meeting.

III. Pledge

The Chair led the Commission in the Pledge of Allegiance.

IV. Minutes

MOTION to approve the Minutes of July 26, 2001.

M/S: Lind/Garcia Ayes: All

V. Agenda

MOTION to approve the September 27, 2001 Agenda.

M/S: Lind/Hall Ayes: All

VI. Announcements/Correspondence

Public Services Assistant II, Renee Lorentzen, announced the October meeting would be her last being she has been transferred to the Parks, Recreation and Cultural Resources Commission. Secretary Holly West will be taking her place. She expressed she will miss the Commission after close to 5 years of service.

Staffs asked the Commission refer to their packets for the contact name and phone number for the Project Manager for Sister Counties Commission. Questions on the Commission's relationship with the Sister Cities Association were addressed. Vice Chair Garcia said she would return the inquiry. Announcements were concluded with Staff distributing the latest Sister Cities Association Publication.

VII. Citizen's Forum

No persons from the public were present

VIII. Old Business

1. Milpitas to Kukizaki Cultural Exchange, June 17-24, 2001

Nothing to report.

2. Kukizaki to Milpitas Cultural Exchange, August 17-23, 2001

Chairperson Grilli informed the Commission those Commissioners who participated in the exchange are gathering information to present at the October 25 meeting. Alternate Arthur asked for the next exchange the Commissioners have more input into the activities of the exchange. Chairperson Grilli reminded the Commission of the planning session held before the August exchange. Activities were outlined based on what the Kukizaki delegation wanted to do and what the Sister Cities Commission could provide. Chairperson Grilli stated it was unfortunate Commissioners chose not to participate in the exchange.

Staff informed the Commission the expenses allotted for the Gold Country trip were under budgeted due to an oversight by staff on the cost to refuel transportation vehicles.

Staff suggested more participation from the Association as well as Sister Cities Commissioner's would contribute to a more successful exchange.

3. Research Update on Florence Italy

No update provided. Item carried by consensus to the next meeting.

4. Sister City Focus Areas, Criteria and Procedures

No update provided. Item carried by consensus to the next meeting.

5. Non-Profit Status of Sister Cities Association

Chairperson Grilli said he has received a preliminary statement of the Association functioning as a Non-Profit group. The next step will be the denial or approval of their Non-Profit status. Staff asked what the turnaround for filing is. Chairperson Grilli said he would find out from Mr. Bakker.

IX. New Business

Staff asked the Commission to consider canceling the November and December meeting at the October meeting.

X. City Council Report

Vice Mayor Bob Livengood reported City Council has approved for a Memorial Ceremony in honor of the lives lost on September 11, 2001 on October 10, 2001 at the Milpitas Sports Center Large Gym at 6:45pm. He invited and encouraged the Commission to attend. Vice Mayor reported the approval of (4) flagpoles at the south end of City Hall for flags from the Countries of visiting dignitaries. He went on to say there is a Ballot Measure going out to deny the flying of the flags. He expressed he feels it would be unfortunate not to be able to fly the Kukizaki flag during our exchanges. He relayed the excitement of the Council for this past exchange and is pleased with the relationship the Commission has built with Kukizaki.

XI. Future Agenda Items

1. Cancellation of the Sister Cities Commission November and December Meetings.

XII. Adjournment

No further business was discussed and the meeting was adjourned at 7:31 p.m. until the next regularly scheduled meeting, Thursday, October 25, 2001, 2001.

Respectfully Submitted

**Renee Lorentzen
Recording Secretary**

**Leslie Stobbe
City Liaison**

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of Sister Cities
Commission (SCC)

Date of Meeting: Thursday, March 22, 2001

Place of Meeting: Milpitas Community Center, 457, E.
Calaveras Blvd., Rooms 7&8

I. Roll

Chairperson Grilli called the meeting to order at 7:05pm

Commissioners Present: Garcia, Hall, Iringan, Lind and
Alternate Chahal

Commissioners Absent: Gilbert, Swiger and Alternate
Arthur

City Council Liaison Present: Vice Mayor Bob Livengood

City Staff Present: Leslie Stobbe, Public Information
Specialist, Renee Lorentzen, Public Services Assistant II

II. Alternates

The Chair sat Alternate Chahal in Commissioner Swiger's
absence.

III. Pledge

The Pledge of Allegiance was not conducted as the flags had been removed.

IV. Minutes

MOTION to approve the Minutes of February 22, 2001.

M/S: Chahal/Iringan Ayes: All

V. Agenda

MOTION to approve the March 22, 2001 Agenda.

M/S: Lind/Hall Ayes: All

VI. Announcements/Correspondence

Staff distributed the updated Directory of Local Officials and City of Milpitas business cards for Commission member Chahal. Staff requested that commission members desiring business cards see her after the meeting.

VII. Citizens Forum

No persons from the public were present.

VIII. Old Business

1. Preparation for the Upcoming Visit - *Milpitas to Kukizaki*

The Student Selection Committee reported 23 student applications. There are applications from Rancho (13), Russell (8) and Milpitas High School (2). The committee will hold a mandatory meeting on March 26 to go over cost of the trip with

prospective exchange students. On March 29 the committee will hold final student interviews. The Adult Chaperone Committee reported receiving applications (6). No elimination process is held for adult applications. Alternate Arthur is researching airfare costs. If the exchange travels Sunday to Sunday the cost is \$750.00 per person.

2. Preparation for the Upcoming visit - *Kukizaki to Milpitas*

Chairperson Grilli reported Kukizaki is sending 16 students. The date Kukizaki will arrive depends on when the best airfare rates are available. Chairperson Grilli stated other than the interference with MUSD's first day of school, he does not see the visit dates as a pressing issue.

3. Sister City Focus Areas, Criteria and Procedures

Chairperson Grilli reported he and Commissioner Gilbert have not met to collaborate on this item. He asked the item be tabled to the next meeting.

4. Research Update on the City in Florence, Italy

Commissioner Hall reported she is making slow progress. A delegation from Florence visits Santa Clara County April 2-12. She is hoping to make contact during their visit. Vice Mayor Livengood announced the delegation will be touring the Great Mall on April 4, with dinner at Dave & Buster's. He will mention Milpitas is interested in starting correspondence about exploring a sister city relationship. He asked for a copy of the Commission's videotape and any other necessary information.

5. Inquiry regarding Sister Cities Relationship with Stonnington, Australia

Chairperson Grilli reported that he emailed Mr. Sides to propose the cities concentrate on arts as an exchange focus and introduced Julie Cherry, Arts Commission Chair. Chairperson Grilli stated he received an email from Mr. Sides, making reference to Stonnington City Council proceeding cautiously on this item. The Commission expressed concern over Stonnington's interest in pursuing a sister city relationship. The Chair said he would respond to Mr. Sides' email and attempt to determine Stonnington's level of interest.

IX. New Business

1. Non Profit Status of Sister Cities Association

Vice Chair Garcia volunteered to research the possibility of the Sister Cities Association's achievement of non-profit status.

2. Report from City Staff Liaison on Possible Avenues for Fundraising

Staff distributed a memorandum with results of a brief questionnaire to other City Staff Liaisons fundraising activities used by other City commissions and committees. All liaisons replied with only the Senior Advisory Commission (SAC) and Bicycle Transportation Advisory Committee reporting limited fundraising involvement. In addition, staff inquired about the Sister Cities Association's role in supporting fundraising activities. Chairperson Grilli replied that the

Association acts as a "support group" to the Commission, its lack of non-profit status makes handling money difficult. Staff offered to seek legal opinion and clarification from the City Attorney's Office. Discussion followed about the SAC's fundraising activities. Chairperson Grilli noted the SAC functions differently from other Commissions. Vice Mayor Livengood stated the SAC's fundraiser, Walk a Golden Mile, is not an official fundraising event of the SAC. He suggested that the SCC research its funding needs and present these to Council for inclusion in the City's budget. Vice Mayor Livengood went on to say that he would prefer the Commission spend its time developing Sister City relationships. Chairperson Grilli thanked Vice Mayor Livengood for this direction and noted that, pending Council approval of the fiscal year 2002 budget, the Commission will have a new budget of \$500 for gift exchanges. Chairperson Grilli noted that he prefers the Commission not handle money. When money is exchanged, it should be through the Association. He expressed his hope that having an arts exchange focus for sister city relationships would foster collaboration with the Milpitas Alliance for the Arts, a non-profit organization. Vice Mayor Livengood further noted that funding raised by the Commission would require financial tracking into the City's General Fund. He recommended the Commission discuss potential costs of their next exchange and request funding for additional expenses from City Council.

X. City Council Report

Vice Mayor Livengood stated there was no report.

XI. Future Agenda Items

Funding request to Council for activities supporting

Kukizaki's August visit.

XII. Adjournment

No further business was discussed and the meeting was adjourned at 7:43 p.m. to the next regularly scheduled meeting on April 26, 2001.

Respectfully Submitted,
Renee Lorentzen
Recording Secretary

Leslie Stobbe
City Liaison

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of the Sister Cities
Commission (SCC)

Date of Meeting: Thursday, April 26, 2001

**Place of
Meeting:** Milpitas Community Center, 457 E.
Calaveras Blvd., Room 7&8

I. Roll

Chairperson Grilli called the meeting to order at 7:00pm

Commissioners Present: Garcia, Gilbert, Hall, Iringan, Lind,
Swiger and Alternate Arthur

Alternate Absent: Chahal

City Council Liaison Present: Vice Mayor Bob Livengood

City Staff Present: Leslie Stobbe, Public Information Specialist,
Renee Lorentzen, Public Services Clerk II

II. Alternates

No Alternates were seated.

III. Pledge

The Chair led the Commission in the Pledge of Allegiance.

IV. Minutes

MOTION to approve the Minutes of March 22, 2001.

M/S: Lind/Garcia Ayes: All

V. Agenda

MOTION to approve the March 22, 2001 Agenda.

M/S: Lind/Garcia Ayes: All

VI. Announcements/Correspondence

Staff announced dates for the City Council Budget Hearings June. The Commission's proposed budget of \$980.00 for membership dues and gifts will be considered. If approved funds will be available starting July 1.

VII. Citizen's Forum

No persons from the public were present.

VIII. Old Business

1. Preparation for the Upcoming Visit - Milpitas to Kukizaki

Chairperson Grilli confirmed the student and adult chaperone selections are finalized. Sixteen (16) students and eight (8) adults will be traveling to Kukizaki.

Discussion was held on the issue of expectations for students and adults applying to go on the Exchange. Staff suggested to the Commission that a list of rules is passed out with the Exchange Applications, clearly stating application due dates,

travel costs and arrangement responsibilities, procedures for students and adults who have already participated in an Exchange and being a Host Family.

Staff agreed that the Commission's Exchange criteria should be printed and distributed. This will allow for community members to be educated on the process. The Commission mentioned that the number of applications has increased from years passed and the students who interviewed were well versed and ready to travel.

Vice-chair Garcia announced travel arrangements have been taken care of and an itinerary of events is currently being generated.

2. Preparation for the Upcoming Visit - Kukizaki to Milpitas

Chairperson Grilli said nothing specific had developed since the last meeting. Staff noted the Recreation Services are reserving a considerable amount of facilities. Chairperson Grilli stated that he would have the dates Kukizaki will be in Milpitas on the May 24 meeting. Staff offered to prepare a schedule of dates and facilities for Commission review.

3. Sister City Focus Areas, Criteria and Procedures

Staff Liaison Stobbe suggested having copies of the Commission's previous criteria list distributed to the Commission to refine focus areas, develop a statement of intent and set up procedures. Staff suggested including the previously discussed arts focus for Sister City Exchanges. She noted that the Commission's video is outdated and asked the Commission to consider distributing the Nations in Bloom video to cities interested in forming a sister city relationship. The Commission viewed the Nations in Bloom video.

The Commission commented the Nations in Bloom video was too "program oriented", there wasn't enough information on Milpitas' schools and neighborhoods.

The Commission then viewed the Sister Cities Video. Chairperson Grilli asked that both videos be available for distribution. The video sent out to inquiring cities will be dependent on that specific city and their focus areas. Staff said after the Commission's Focus areas, Criteria and Procedures have been defined, the video should be updated to include footage of a Sister Cities event, tours of the schools, local neighborhoods and the new City Hall. Staff Liaison Stobbe, with direction from the Commission, will update the City's Website regarding the MOU with Kukizaki and collect information to create a basic outline of possible Commission criteria for review at the May 24 meeting.

4. Research Update on the City of Florence, Italy

Commissioner Hall reported she had been invited to attend an event with the Delegation from Florence by the County of Santa Clara on April 10. She said that at this time there are three other cities in the county that are interested in forming a Sister Cities relationship with a city in Italy. She will be attending a meeting on May 3 with the County of Santa Clara's Sister Cities Commission. She invited other Commissioners to attend. Commissioner's Garcia and Iringan said they would attend. She concluded that Santa Clara County would be traveling to Italy in the fall.

5. Inquiry regarding Sister Cities relationship with Stonnington, Australia

By consensus, this item was removed after reviewing a withdrawal letter from Stonnington, Australia, included in the April 26 Agenda packet.

6. Non-Profit Status of Sister Cities Association

Chairperson Grilli informed the Commission that he has met with John Bakker, an attorney with the City, to discuss the Association's Non-Profit Status. He reported Mr. Bakker stated that achieving non-profit status shouldn't be an issue.

IX. New Business

None

X. City Council Report

Vice Mayor Bob Livengood asked the Commission if they had submitted their budget requests. Staff confirmed they had. Vice Mayor Livengood reiterated that once the Commission has a calendar of events for the year, they could go to City Council for additional funding above the membership and gift exchange fees. The Commission asked if they could request funding for services from private vendors during the exchanges. Vice Mayor Livengood answered the Commission's budget request for this year is modest. If the Commission wants funding for activities they would need to form a program budget. Between this time and next year they should have an idea of their activity expenses and will be able to plan accordingly. Staff Liaison Stobbe said the Commission would provide an overview of the visits so they can see where funding may be needed for the August exchange.

XI. Future Agenda Items

XII. Adjournment

Respectfully Submitted,

Renee Lorentzen
Recording Secretary

Leslie Stobbe

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of the Sister Cities
Commission (SCC)

Date of Meeting: Thursday, May 24, 2001

Place of Meeting: Milpitas Community Center, 457 E.
Calaveras Blvd., Room 7&8

I. Roll

Chairperson Grilli called the meeting to order at 7:02 PM.

Commissioners Present: Garcia, Hall, Iringan, Arthur and
Alternates Arthur and Chahal.

Commissioner Gilbert arrived late at 7:15pm.

Commissioners Absent: Lind

City Council Liaison Absent: Vice Mayor Bob Livengood

City Staff Present: Leslie Stobbe, Public Information Specialist,
Renee Lorentzen, Public Services Assistant II

II. Alternates

The Chair sat Alternates Arthur and Chahal in Commissioner's
Lind and Gilbert's absence.

III. Pledge

The Chair led the Commission in the Pledge of Allegiance.

IV. Minutes

Commissioner Hall corrected Section IV, Research Update on the City of Florence, "...County of Santa Clara's Sister Cities Commission", should be recorded as "...County of Santa Clara's Sister County Commission."

MOTION to approve the Minutes of April 26, 2001, as amended.

M/S: Garcia/Swiger Ayes: All

V. Agenda

MOTION to approve the May 24, 2001 Agenda.

M/S: Hall/Garcia Ayes: All

VI.

Announcements/ Correspondence

Commissioner Hall informed the Commission that she would not be in attendance at the June 28 meeting. Alternate Arthur also noted that she may not attend the June 28 meeting.

VII. Citizen's Forum

No persons from the public were present

VIII. Old Business

1. Preparation for the Upcoming Exchange - Milpitas to Kukizaki, 6/17 - 24

Chairperson Grilli informed the Commission of the arranged airfare tickets and travel insurance. Commissioner Arthur asked the Chair for the final exchange itinerary. Chairperson Grilli responded that the itinerary was not final. He stated he would present the final itinerary at the June 28 meeting. Chairperson Grilli informed the Commission of the need for two more host families for boys. He announced that Nancy Mendizabal would be arranging exchange gifts and giveaways. Staff presented giveaway items from the City's recycling and transportation programs. Staff noted that City giveaways for Kukizaki children would be provided to Nancy Mendizabal by June 11.

Discussion on the transportation of the gifts to Kukizaki followed. Chairperson Grilli said the official gift plaque from the City to Kukizaki had been ordered.

Vice Chair Garcia volunteered to arrange for gifts for the Kukizaki Mayor and School Superintendent. Commissioner Iringan asked if there were any areas of the exchange in which he could donate his time. Vice Chair Garcia said the exchange gifts for adults had not been selected and she welcomed his assistance to coordinate these gifts.

Commissioner Arthur asked if invitations had been sent to Kukizaki city officials for the welcome and farewell dinners. Chairperson Grilli said they had.

2. Preparation for Upcoming Exchange - Kukizaki to Milpitas, 8/17-8/23

Chairperson Grilli confirmed the welcome dinner for the Kukizaki Delegation on August 18 at the Embassy Suites. Rooms for visiting adults are also arranged at the Embassy Suites.

Staff asked the Commission if they had a final itinerary of events for Milpitas City Council. Staff reminded the Commission that Council and/or city management approval was necessary for special requests such as shuttle services and food supplies for exchange participants. Staff suggested the Commission review needs for the August exchange. After the exchanges the Commission could work towards a proposal of an operating budget for the 02-03 fiscal year.

3. Sister Cities Focus Areas, Criteria and Procedures

The staff liaison distributed Commission By-Laws and a draft of focus areas and criteria. She noted under "Membership" that Alternate Terms do not have a time limit. Staff stated this would be revised upon Council action to set term limits for Alternates. The Chair asked staff if the Commission would be submitting a general criteria list to all inquiring cities. Staff responded that a general criteria list, and especially a statement of focus areas, could be given to cities as a guiding document. Chairperson Grilli suggested the Commission review the draft and directed staff to place this topic on the June 28 agenda for discussion. Staff mentioned that the Arts Commission is currently working on a promotional video. The Sister Cities Commission may want to utilize this video when responding to cities with an Arts and Humanities exchange focus. Discussion followed on areas for refinement:

- Prepare a standard operating procedure that lists requirements for student selection and expectations of host families
- Refine Commission objective statements as presented in the staff draft
- List viable areas for community support and outreach
- Prepare description of Commission responsibilities to prepare and conduct exchanges
- List duties and responsibilities of the Sister Cities Association
- Study and recommend modifications to the memorandum of understanding with Kukizaki

4. Research Update: Possible sister city within the Province of Florence, Italy

Commissioner Hall reported she, Commissioner Iringan and Vice Chair Garcia attended the Florence Sister County Commission meeting where they were able to officially introduce themselves to the Commission and discuss their enthusiasm and interest in forming a sister cities relationship with a city in the Province of Florence. The Sister County Commission expressed support of this Commission's research and stated a city here would be a good match for the City of Milpitas. Vice Chair Garcia added that she was confident the Sister County Commission would be able to assist this Commission with their research. She commented on the infrastructure of the Sister County Commission as a great example for this Commission's sister city relationship with a city in the Province Florence or any other potential sister city.

5. Non-Profit status of Sister Cities Association

Chairperson Grilli reported he had not yet heard from Mr. Bakker, City Attorney. Staff suggested the Chair request a timeline or date from Mr. Bakker in which non-profit status would be achieved.

IX. New Business

None

X. City Council Report

None

XI. Future Agenda Items

Staff requested to discuss services and supplies that may be needed to support Kukizaki's August exchange. The Chair concurred and asked for a discussion under item two of the June meeting.

XII.
Adjournment

There being no further business, the meeting was adjourned until the next regularly scheduled meeting, Thursday, June 28, 2001.

M/S: Garcia/Iringan Ayes: All

Respectfully Submitted

Renee Lorentzen
Recording Secretary

Leslie Stobbe
City Liaison

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of Sister Cities
Commission (SCC)

Date of Meeting: Thursday February 22, 2001

Place of Meeting: Milpitas Community Center, 457, E.
Calaveras Blvd., Rooms 7&8

I. Roll

Chairperson Grilli called the meeting to order at 7:00pm

Commissioners Present: Gilbert, Iringan, Swiger and
Alternates Arthur and Chahal.

Commissioners Absent: Garcia, Hall and Lind.

City Council Liaison Absent: Vice Mayor Bob Livengood

City Staff Present: Leslie Stobbe, Public Information
Specialist; Renee Lorentzen, Public Services Assistant II.

II. Alternates

The Chair sat Alternates Arthur and Chahal in
Commissioner Garcia and Commissioner Lind's absence.

III. **Pledge**

The Chair led the Commission in the Pledge of Allegiance.

IV. **Minutes**

MOTION to approve the Minutes of January 25, 2001.

M/S: Swiger/Gilbert Ayes: All

V. **Agenda**

MOTION to approve the February 22, 2001 Agenda.

M/S: Gilbert/Swiger Ayes: All

VI. **Announcements/Correspondence**

The City liaison distributed an updated Commission Roster and asked Commission members to review and correct contact information, if needed. She concluded by distributing a Neighborhood Beautification Survey, asking that Commission members return a completed survey at the end of the meeting.

VII. **Citizens Forum**

No persons from the public were present.

VIII. **Old Business**

1. Preparation for the Upcoming Visit - *Milpitas to Kukizaki*

It was reported that the student applications were delivered to the MUSD Middle Schools. There are five (5) responses from Russell Middle School and

none from Rancho Middle School. A flyer was distributed to the Milpitas School Board and teaching staff. The departure day for the exchange was discussed as well as the starting date of summer school. Concern was expressed in regards to the exchange overlapping summer school, eliminating certain students from participating. This may give the impression that the Commission is excluding specific types of students from going to Kukizaki. Consensus was that the visit would start on or after June 15 and conclude on or before June 23. The City liaison wrote an invitation letter to City Council and Commission/Committee members for the Chair's signature and offered to write and place public service announcements for City media.

2. Preparation for the upcoming visit - *Kukizaki to Milpitas*

The Chair reported a confirmation from Kukizaki for the dates of August 20-27, 2001 to visit Milpitas. It was noted that the first day of school is August 27. This would be an inconvenience for the host families. It was suggested that the Commission recommend to Kukizaki that they hold the exchange on August 15-22, 2001. Chairperson Grilli said he would wait until the March 16th deadline for the Milpitas student applications and call Kukizaki to discuss the dates and logistics for both exchanges. The City liaison offered to reserve and hold available City facilities from August 15 - 27 and place final reservations for Commission confirmation on the May 24 agenda.

3. Research Update on Florence, Italy

Commissioner Hall was not present at the meeting and therefore no report was given. The

Commission asked that this item be placed on the agenda for the March 22, 2001 meeting.

4. Inquiry regarding Sister Cities Relationship with Stonnington, Australia

City liaison reported that she had received the enclosed email in the agenda packet from Mr. Sides requesting the Chair's email address. Mr. Sides conveyed his thanks for Milpitas' inquiry and stated he would present the possibility of a Sister City relationship with Milpitas to Stonnington City Council. Mr. Sides further noted he would inform the Chair of his Council's response. The Chair stated he would begin an email discussion with Mr. Sides and directed staff to monitor Stonnington's web site and provide copies.

5. Sister Cities International

Commissioner Hall was not present at the meeting and therefore no report was given. The March 5 deadline was noted as a reason to no longer consider action on this award application.

MOTION to remove this item from the agenda.
M/S: Swiger/Gilbert All: All

IX. New Business

1. Commission Alternates and Term Limits

The Commission discussed possible term limits for alternates. It was noted that the term limit for Commissioners is three years. The City liaison suggested three-year term limits for Alternates

might assist with tracking purposes.

The Commission asked if there was a uniform term limit for all City commissions or if it varied. The City liaison responded that term limits were not set for all commissions. Discussion followed regarding staggering term limits of Alternates so that as one Alternate assumed a Commission seat or left the Commission, a new Alternate could join the Commission so that an Alternate seat would not be left vacant. The City liaison noted that, by coincidence, both Alternates to the Sister Cities Commission had the same appointment date, however Alternate One just started service for a second term. Consensus was that term limits could not be staggered in this case.

MOTION to recommend to Council that Alternate term limits be set at three (3) years.

M/S: Gilbert/Grilli Ayes: All

2. Sister City Application and Format

The Commission discussed past procedures and format for establishing Sister City relationships. It was noted that the Commission did not have any specific format or guidelines. The City liaison suggested the Commission create criteria for Sister City relationships that included focus areas such as economic standing, cultural components, and community interests. The Chair stated that this project should include a checklist of needed activities to successfully conduct exchanges. Commissioner Gilbert and Chair Grilli offered to work on creating draft criteria for the Commission's review, including focus areas and procedures to establish Sister City relationships, and forming an activities checklist for cultural exchanges.

MOTION to form a Criteria Committee to draft recommendations for criteria of focus areas and procedures to establish Sister City relationships, and forming an activities checklist for cultural exchanges.

M/S: Gilbert/Iringan Ayes: All

3. Sister Cities International Membership

The City liaison asked the Commission to direct staff to pay the Commission's Sister Cities International Membership dues upon receipt of the invoice.

MOTION made to direct staff to pay Sister Cities International Membership dues upon receipt of invoice.

M/S: Gilbert/Iringan Ayes: All

4. Discussion of Prior Activity and Current Interests regarding Sister City Relationships with cities in India

The Commission discussed investigations of past interests from cities in India. The Chair noted that the issue of greatest concern is with community and corporate support in Milpitas. The Commission recently received an inquiry letter from Mr. Sandhu about starting a relationship with a city in Punjab, India. Discussion followed and the Commission decided to wait until the Criteria Committee presents its recommendations for focus areas and procedures to establish Sister City relationships. It was noted that these recommendations, as approved by the City Council, would guide the Commission with all inquiries from cities.

MOTION to table this item until there is interest expressed from a city in India or a community leader.

M/S: Swiger/Iringan Ayes: All

X. City Council Liaison Report

There was no report.

XI. Future Agenda Items

1. Commission investigation of Sister Cities Association's non-profit status.
2. Report from City liaison on possible avenues for fundraising.

XII. Adjournment

No further business was discussed and the meeting was adjourned at 8:16 p.m. to the next regularly scheduled meeting on March 22, 2001.

Respectfully Submitted,
Renee Lorentzen
Recording Secretary

Leslie Stobbe
City Liaison

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of the Sister Cities
Commission (SCC)

Date of Meeting: Thursday, October 25, 2001

Place of Meeting: Milpitas Community Center, 457 E.
Calaveras Blvd., Room 7&8

I. Roll

Chairperson Grilli called the meeting to order at 7:00pm.

Commissioners Present: Garcia, Hall, Iringan, Lind, Swiger and Alternates Arthur and Chahal.

Commissioner's Absent: Gilbert and Iringan

City Council Liaison Absent: Vice Mayor Bob Livengood

MUSD Liaison Absent: Marsha Grilli

II. Alternates

The Chair sat Alternates Arthur and Chahal.

III. Pledge

The Chair led the Commission in the Pledge of Allegiance.

IV. Minutes

MOTION to approve the Minutes of July 26, 2001.

M/S: Lind/Garcia Ayes: All

V. Agenda

MOTION to approve the Minutes of September 27, 2001.

M/S: Lind/Garcia Ayes: All

VI. Announcements/Correspondence

Staff Liaison, Leslie Stobbe, congratulated Commissioners Garcia, Lind and Swiger who had been officially appointed for another term.

The Chair announced that there was cake and a card for Public Services Assistant II, Renee Lorentzen, as this would be her last meeting. Secretary Holly West will be taking her place and was introduced to the Commission.

Staff announced that the annual Commissioners Recognition Dinner is scheduled for January 31, 2002. Commissioners choose gifts from samples shown by staff that will be distributed at the dinner. Commissioner Swiger suggested distributing stickers each year as opposed to issuing plaques.

The Staff Liaison announced that Jay Peoples from the Milpitas Post had contacted her with questions regarding the possible sister city relationship with a Province in

Florence, Italy. She directed him to contact Commissioner Hall.

VII. Citizen's Forum

No persons from the public were present

VIII. Old Business

1. Review of the Kukizaki to Milpitas Cultural Exchange

Commissioner Garcia distributed a summary with details about the visit. Staff suggested that lessons were learned on making improvements in event coordination and logistics for public officials who were speaking at events, including securing a better sound system.

Commissioner Arthur stated that the Kukizaki families need to be better informed about host families (i.e. do they have pets, etc.), and they need a schedule of events as well.

Commissioner Grilli stated that Mr. Matsuta communicated with him about his suggestions for next year. There was an issue about the number of students allowed (sixteen, eight male and eight female), and the need to anticipate that in future years there may be less than sixteen. He also suggested setting some parameters in terms of behavior, as there was an incident at the Great Mall that involved two female Kukizaki students. Commissioner Grilli responded to Mr. Matsuta's concerns.

Staff asked if the number of students was going to be limited. Commissioner Grilli responded he did not believe so and there is still an option for Milpitas to send sixteen students.

2. Research Update on Florence, Italy

Commissioner Hall has not yet made contact with the Florence representatives. Item carried by consensus to the next meeting.

3. Sister City Focus Areas, Criteria and Procedures

Staff distributed a binder containing the by-laws and sample focus areas for the Commission. It included draft criteria and procedures for establishing future sister city relationships. The binder also includes printouts of Sister Cities International web pages and publications. Staff noted that the commission has received approval to be listed on the web page.

Staff recommended that the commission establish a systematic approach for considering and establishing sister city relationships. It was suggested that the form denoted with a sticky tab in the binder could be used for an initial review.

Commissioner Lind suggested reading through the literature and discussing the issue at the next meeting. She would like to see the community's objectives reflected in the criteria as well. For instance, who from Milpitas is supporting the criteria (i.e., specific company and cultural groups, etc.)? Commissioner Lind stated she would have more definitive remarks for staff at the January meeting.

This item, by consensus, was carried to the January meeting.

4. Non-Profit Status of Sister Cities Association

Chairperson Grilli distributed a description association purpose statement to the commission. He then reviewed a

recent discussion with City Attorney representative Mr. Bakker. The paperwork will be submitted this week, but there is not yet an acceptance date. Mr. Bakker will report back to him once he knows the status. Consensus was to remove this item from the agenda. Staff requested that the Chair report new developments under announcements.

5. Cancellation of the November and December Meetings

Without any pending business, the commission chose to cancel the November and December meetings.

MOTION to cancel the November and December Sister Cities Commission Meetings.

M/S: Lind/Garcia Ayes: All

IX. New Business

No new business was discussed.

X. City Council Report

No report was presented.

XI. Future Agenda Items

1. Elections
2. Possible sister city relationship with Florence, Italy

XII. Adjournment

No further business was discussed and the meeting was adjourned at 7:50 p.m. until the next regularly scheduled meeting, Thursday, January 24, 2002.

Respectfully Submitted

Holly West
Recording Secretary

Leslie Stobbe
Staff Liaison

SISTER CITIES COMMISSION PRIOR MINUTES ARCHIVE

UNAPPROVED MINUTES CITY OF MILPITAS SISTER CITIES COMMISSION

Minutes: Regular Meeting of Sister Cities Commission (SCC)

Date of Meeting: Thursday, November 16, 2000

Place of Meeting: Milpitas Community Center, 457 E. Calaveras Blvd., Room 5

I. Roll

Chairperson Garcia called the meeting to order at 7:00pm.

Commissioners Hall, Gilbert, Swiger and Alternates Iringan and Arthur were present.

Commissioners Absent: Dennis Grilli and Jenifer Lind

Council Liaison Absent: Council Member Bob Livengood

City Staff Present: Recreation Services Supervisor, Marsha Schneider, Public Services Assistant II, Renee Lorentzen.

II. Alternates

The Chair sat Alternates Arthur and Iringan.

III. Pledge

The Pledge of Allegiance was not recited due to the room change and lack of Flag for the ceremony.

IV. Minutes

MOTION to approve the Minutes of September 28, 2000.

M/S: Swiger/Gilbert Ayes: All

V. Agenda

MOTION to approve the Agenda as submitted.

M/S: Hall/Gilbert Ayes: All

VI. Announcements/Correspondence

Recreation Services Supervisor, Marsha Schneider updated the Commission on the following special events hosted by the City of Milpitas.

<i>11/17/00 Sounds of Winter</i>	<i>Milpitas Community Center</i>
<i>12/1/00 Tree Lighting</i>	<i>Fire Station One</i>
<i>12/9/00 Lunch with Santa</i>	<i>Milpitas Community Center</i>
<i>1/29/01 Commissioner Dinner</i>	<i>TBA</i>

Recreation Services Supervisor, Marsha Schneider told the Commission that the proposal to have the Commissioner Dinner on January 29, 2001 was going to be presented to Council at the next meeting. The location for the Dinner will most likely be held at the Sheraton. Formal invitations will be sent out to all Commissioners once arrangements have been approved.

Commissioner Garcia informed the Commission that she had received emails from the Sandhu family, residents of Milpitas, in inquiry to forming a Sister City relationship with a city in India. As soon as they have all their information and presentation ready, it can be agendaized for a meeting.

Recreation Services Supervisor, Marsha Schneider, added that she had spoke to Commissioner Grilli on the subject and he had informed Mr. Sandhu of the procedures and necessary support to make the relationship a success. Mr. Sandhu has requested Minutes from previous Sister Cities meetings that have reference to a relationship with a city in India. Public Services Assistant II, Renee Lorentzen, has pulled all appropriate minutes and will be mailing them to Mr. Sandhu.

VII. Citizens Forum

None.

VIII. Old Business

1. Preparation for the upcoming visit - *Milpitas to Kukizaki*

2. Preparation for the upcoming visit - *Kukizaki to Milpitas*

Commissioner Garcia informed the Commission that she had contacted the local Middle Schools and they will be sending out Kukizaki visit applications in their Winter Break Newsletter. She had also spoken to a teacher at Rancho who had art projects for Kukizaki visitors she thought were visiting in October. Those art projects are going to be mailed to Kukizaki. Commissioner Garcia concluded by announcing that email relationships between teachers and students in Milpitas and in Kukizaki are being set up.

IX. New Business

1. Update on Sister City relationship with Italy

Commissioner Hall told the Commission that due to some issues during the current Milpitas election, the pursuance of a relationship with a city in Italy had been put on hiatus. She has been doing research on the internet but will have more information and possible contact by the January meeting.

2. Election of Officers

Due to the fact the elected Vice Chair would only serve for the month of December it was proposed to postpone the election until January.

MOTION to postpone the election of a Vice Chair to the January 25, 2001 meeting.

M/S: Hall/Swiger Ayes: All

X. City Council Liaison Report

None.

XI. Future Agenda Items

None.

XII. Adjournment

The meeting was adjourned at 7:15pm to the next regularly scheduled meeting on December 28, 2000.

Respectfully Submitted,
Renee Lorentzen
Recording Secretary

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

**Regular Meeting of Sister City Commission (SCC)
Thursday, October 28, 1999 - 7:00 p.m.
Milpitas Community Center,
457 E. Calaveras Blvd., Conference Room 7 & 8**

I. Roll

Chairperson Garcia called the meeting to order at 7:05 p.m. Commissioners Yuri Arthur, Steven Gilbert, Dennis Grilli, Peggy Hall, Jenifer Lind, Arlyn Swiger, and Alternate Willie Iringan were present.

Commissioners Absent: Alternate John Costa

Council Liaison: Vice Mayor Bob Livengood was absent.

City Staff Present: Recreation Services Supervisor, Marsha Schneider

II. Pledge

The Chair led the Commission in the Pledge of Allegiance.

III. Minutes

MOTION to approve the Minutes of September 23, 1999, as corrected.

M/S: Grilli/Lind Ayes: All

IV. Agenda

MOTION to approve the Agenda as submitted.

M/S: Hall/Grilli Ayes: All

V. Announcements/Correspondence

Chairperson Garcia announced that Alternate John Costa has resigned his position on the Sister Cities Commission due to the extensive traveling that he will be doing at his job. He wanted to extend his regret in having to resign. He enjoyed serving on the Commission.

Recreation Services Supervisor, Marsha Schneider, informed the Commission of the Frightfully Fun-filled Friday Night Halloween celebration at the Great Mall of the Bay area. She extended an invitation to all Commissioners and their families to attend this event. She also announced that a Commissioner training is scheduled for November 6th from 8:30 to 4:00 pm and there are still openings. There are currently five Commissioners signed up and ten Commissioners are needed for the training to be held. If anyone is interested, they should contact Marsha Schneider. She added that the Veterans Day memorial is being held on November 1999, at 9:00 am. This event will be held rain or shine at the Veterans Memorial Park at the Milpitas Community Center. Other City events being held are:

Tree Lighting Ceremony	12/1/99	City Hall
Lunch with Santa	12/11/99	Milpitas Community Center
Santa Visits	12/16&17	

VI. Citizens Forum

None.

VII. Old Business

1. Report on Kukizaki Visit to Milpitas (October 20-November 6, 999)

Commissioner Grilli distributed the Kukizaki trip itinerary to the Commission. Commissioner Grilli wanted to thank Commissioner Gilbert for arranging the Welcome Dinner at Summit Pointe.

Commissioner Garcia asked the Commission if anyone was willing to volunteer to run the Jack-O-Lantern table at the BBQ. She informed the Commission that the Boy Scouts would be volunteering at the BBQ as well.

Commissioner Swiger inquired on whether or not profiles of the Kukizaki visit adults were available. At that time, copies were for the entire Commission. Commissioner Garcia reported that three city officials from their town council were going to be in attendance as well as two teachers and three adults in home-stays.

2. STATUS REPORT ON REQUEST FROM SAN JUAN METRO, MANILA TO ESTABLISH A SISTER CITIES RELATIONSHIP WITH MILPITAS

Eric Calayan updated the Commission of the resolution, assuring a continuing Sister Cities relationship with Milpitas. He informed the Commission that the program packet did not arrive due to the need to resolve issues related to the typhoon that hit San Juan Metro, Manila. They are focusing on how to rebuild after the damage. Mr. Calayan said that the Commission will receive the packet for the November meeting.

Recreation Services Supervisor, Marsha Schneider, informed Mr. Calayan, as well as the Commission, the City Council meetings are scheduled for December 7th and 21st. She said if they can have the program packet by November 7th, they can be agendized for the Council meeting on December 7th. Commissioner Garcia asked that this item be agendized for the next meeting.

3. PROMOTIONAL VIDEO FOR SISTER CITIES COMMISSION

The Commission viewed the video in its completed format. Commissioner Swiger commented he would like to see more neighborhood footage in the video. He also questioned the fact the video will be outdated in a few years when new officials are elected into office. He proposed the titles of City officials be dropped. Commissioner Grilli added the video will have to be updated every few

years, not only because of the turnaround of elected officials, but because of the changes the City itself will go through. Commissioner Arthur commented she would like to see more school footage on the video. Recreation Services Supervisor, Marsha Schneider, replied that most of the access we have is to our own preschool. The time availability was limited and that is the reason for the limited amount of footage of the public schools.

Commissioner Garcia suggested these comments be noted and addressed for the updated version of the video. Commissioner Gilbert suggested the Commission send the video to other cities and ask for suggestions on what would make it better. It would also be great advertisement for future Sister Cities.

Recreation Services Supervisor, Marsha Schneider, asked if the Commission wanted to show the video to the Kukizaki visitors. Commissioners Grilli and Gilbert hadn't thought of that, but replied that it was a great idea and would try to arrange to have a TV and VCR available at the Welcome Dinner. Commissioner Grilli asked a copy of the video be made for Kukizaki to take home with them.

MOTION to approve the promotional Sister Cities Video
M/S Grilli/Arthur Ayes: All

4. STUDENT SCRAPBOOK PROJECT DEVELOPED FROM RECENT KUKIZAKI VISIT

Chairperson Garcia reported the scrapbook is currently at the printers and should be completed by the following Monday or Tuesday. The book will be given to the Kukizaki visitors as well as brought to the next Commission meeting.

IX. City Council Liaison Report

Recreation Services Supervisor, Marsha Schneider, introduced pictures to the Commission from Spokane, Washington. They made street signs with their Sister Cities names on them. Mr. Schneider thought, when more than one Sister City is attained, this may be a future project for the Commission.

X. Future Agenda Item(s)

Upcoming Kukizaki Visit

San Juan Metro Manila Sister Cities Relationship with Milpitas

XII. Adjournment

MOTION to adjourn the meeting at 7:45 PM. The next regularly scheduled meeting is November 18, 1999.

M/S: Lind/Grilli Ayes: All

Respectfully Submitted,

Renee Lorentzen

Acting Public Services Assistant

[top](#)

**UNAPPROVED MINUTES
CITY OF MILPITAS**

**Regular Meeting of Sister City Commission (SCC)
Thursday, September 23, 1999 - 7:00 p.m.
Milpitas Community Center,
457 E. Calaveras Blvd., Conference Room 7 & 8**

I. Roll

Chairperson Garcia called the meeting to order at 7:00 p.m.

Commissioners Present: Dennis Grilli, Arlyn Swiger, Willie Iringan, Stephen Gilbert, Jenifer Lind, Yuri Arthur, and Peggy Hall were present.

Commissioners Absent: None

Council Liaison: Vice Mayor Bob Livengood

City Staff Present: Recreation Services Supervisor, Marsha Schneider

II. Pledge

The Chair led the Commission in the Pledge of Allegiance.

III. Minutes

MOTION to approve the Minutes of August 26, 1999.

M/S: Grilli/Swiger Ayes: All

IV. Agenda

MOTION to approve the Agenda of September 23, 1999, as submitted.

M/S: Lind/Hall Ayes: All

V. Announcements/Correspondence

The Commissioners Workshop is scheduled for Saturday, November 6, 1999, at 8:30 -4:00 PM in Room 7 & 8. All Commissioners were invited.

Reminder: The regularly scheduled Sister Cities Commission Meeting in November will be moved to November 18, 1999, 7:00 PM in Room 7 & 8 at the Community Center. The December meeting is canceled.

Commissioner Dennis Grilli announced that the Kukizaki Visit is scheduled for October 30, 1999 through November 6, 1999. A total of 13 Adults and 16 Students are expected to visit. The welcome ceremony will take place at the Community Center on October 30, 1999. There will be a Bay Area tour which will include golf and a visit to Napa and Monterey. These plans have been made to minimize the cost and maximize the effect. It is important for committees to be formed and commissioners who are interested in volunteering should contact Commissioner Grilli or Chairperson Garcia. Commissioners are needed to coordinate homestay selection efforts for the students, the Welcome dinner on

Monday, November 1st, coordination of presents/gifts for adults and students. Marsha Grilli is coordinating the Halloween bags for all visitors. There is no money for t-shirts and if more funds are needed there will need to be a fundraising effort. Debra Garcia will contact members to help if she ! does not hear from you. Staff was directed to check on the availability of the auditorium at the Community Center for the welcome and closing ceremonies. Staff was also asked to set up a tour of city facilities for November 1, 1999. They are particularly interested in visiting schools, fire and police departments, the Sr. Center and the Sport Center.

VI. Citizens Forum

None.

VII. Old Business

1. STATUS REPORT ON REQUEST FROM SAN JUAN METRO, MANILA TO ESTABLISH A SISTER CITIES RELATIONSHIP WITH MILPITAS

Motion to table with matter until the October 28, 1999, Sister Cities Commission meeting.

M/S: Grilli/Arthur

Ayes: All

2. PROMOTIONAL VIDEO FOR SISTER CITIES COMMISSION

The first draft of the video, without the narrative, was previewed by the Commission. It was suggested that the video include footage of the Great Mall, schools, neighborhoods and the library. Yuri Arthur would also like to see film of agricultural and Jennifer Lind suggested obtaining the video created for the City Manager's farewell because there was some footage of neighborhoods in that presentation. Staff was directed to modify the tape including the above items and return to the Commission on October 28, 1999, with a final draft of the video. Arrangements should be made for Commissioner Grilli and Chairperson Garcia to meet with Eliren Pasion to read the narrative and Council member Livengood agreed to do the welcome and closing portions of the video.

3. STUDENT SCRAPBOOK PROJECT DEVELOPED FROM RECENT KUKIZAKI VISIT

Chairperson Garcia stated that there had been some scheduling problems with the students and parents, but that she would arrange to have the scrapbook completed before the students arrive in October.

IX. City Council Liaison Report

City Council Liaison, Bob Livengood stated that June Catalano would be acting City Manager with the departure of Greg Larson. The recruitment process has

already begun and will take 4 to 5 months. They expect 75 to 100 applicants to apply. Mr. Livengood has already received calls from 4 people interested in applying. It will be a tough choice but the process has begun. The mid-range for the salary is \$140,000-\$150,000. The experience of the applicant will determine the appropriate salary. Mr. Livengood suggested that City criteria may include that the City Manager live within the City limits. It may be possible to offer a housing assistance loan as part of the benefit package.

X. Future Agenda Item(s)

Upcoming Kukizaki Visit

San Juan Metro Manila Sister Cities Relationship with Milpitas

Sister Cities Video

Student Scrapbook

XII. Adjournment

MOTION to adjourn the meeting at 7:30 PM. The next regularly scheduled meeting is October 28, 1999.

M/S: Grilli/Swiger Ayes: All

Respectfully Submitted,
Marsha Schneider
Recreation Services Supervisor

[top](#)

**UNAPPROVED MINUTES
CITY OF MILPITAS**

**Regular Meeting of Sister Cities Commission (SCC)
Thursday, August 26, 1999 - 7:00 pm
Milpitas Community Center,
457 E. Calaveras Blvd., Conference Room**

I. Roll

Chairperson Garcia called the meeting to order at 7:00 pm.

Commissioners Stephen Gilbert, Dennis Grilli, Peggy Hall, and Arlyn Swiger were present.

Commissioners Absent: Yuri Arthur, Jenifer Lind, and Alternate Willie Iringan
Council Liaison Present: Council Member Bob Livengood

City Staff Present: Recreation Services Supervisor, Marsha Schneider, Acting Public Services Assistant, Renee Lorentzen

II. Alternates

No alternates were seated.

III. Pledge

The Chair led the Commission in the Pledge of Allegiance.

IV. Minutes

MOTION to approve the minutes of the July 22, 1999 meeting.

M/S: Swiger/Gilbert Ayes: All

V. Agenda

MOTION to approve the Agenda as submitted.

M/S: Gilbert/Hall Ayes: All

VI. Announcement/Correspondents

None

VII. Citizens Forum

None

VIII. Old Business

1. Status Report On Request From San Juan Metro, Manila To Establish A Sister Cities Relationship With Milpitas

Commissioner Swiger asked whether there had been any further correspondence with the San Juan Metro Liaison. Commissioner Grilli answered that there had not been any recent communication with San Juan Metro, but he is compiling a list of criteria and questions for their next meeting.

2. Promotional Video For Sister Cities Commission

Recreation Services Supervisor, Marsha Schneider informed the Commission that a 17 minute video with no sound has been received from Eliren Pasion. The video will be given to Kathleen Yurchak, Marketing Coordinator who will develop a narrative. A volunteer is needed to record the voiceover for the video. It was recommended that the video have both a male and female voices on it.

Commissioner Garcia asked if there were any volunteers. Commissioner Grilli volunteered to read.

Recreation Services Supervisor, Marsha Schneider stated that scripts will be passed out to those Commissioners who will be reading for the video.

Commissioner Swiger asked whether the Commission was going to be able to preview the video before the scripts are written. Recreation Services Supervisor, Marsha Schneider, answered that they will write the script and bring the narrative and the video in for preview.

3. Student Scrapbook Project Developed From Recent Kukizaki Visit

Commissioner Garcia reported, that with the Elementary and High School's starting classes, the students, as well as the parents, free time is limited. Commissioner Garcia informed the Commission that she was going to try to get the group together in a few weeks, perhaps on September 13, 1999.

Commissioner Gilbert asked if the children were going to do voiceovers for their own page. Commissioner Garcia confirmed that the children, as well as the adults, will be reading the voiceover for their own page.

IX. City Council Liaison Report

Council member Bob Livengood announced to the Council about the potential Sister City Relationship with San Juan Metro. He reported that the Council was delighted about the relationship especially since so many of our own community members are from San Juan Metro.

Commissioner Garcia asked how the Commission agendizes the Sister City proposal for a City Council meeting. Recreation Services Supervisor, Marsha Schneider, offered to take care of that issue.

Commissioner Gilbert asked whether or not it would be an Action Item or up for discussion only. Council member Bob Livengood answered that it would be an Action Item. Council member Bob Livengood recommended that they agendize for the October 5th meeting. Commissioner Grilli agreed seeing that the Commission would need to meet before sending the proposal to Council.

X. Future Agenda Items

Upcoming visit from Kukizaki (October 30-November 6)

XI. Adjournment

MOTION to adjourn the meeting at 7:20 pm until the next regularly scheduled meeting on September 23, 1999.

M/S: Grilli/Hall Ayes: All

Respectfully Submitted,
Renee Lorentzen
Public Services Assistant

[top](#)

UNAPPROVED MINUTES CITY OF MILPITAS SISTER CITIES COMMISSION

Minutes: Regular Meeting of Sister City Commission (SCC)

Date of Meeting: Thursday, May 22, 1999

Time of Meeting: 7:00 p.m.

Place of Meeting: Milpitas Community Center, 457 E.
Calaveras Blvd., Conference Room

I. Roll

Chairperson Garcia called the meeting to order at 7:03 p.m.

Commissioners Dennis Grilli, Arlyn Swiger, Willie Iringan, and Peggy Hall were present

Commissioners Absent: Stephen Gilbert, Jenifer Lind and Yuri Arthur and Alternate John Costa

Council Liaison Absent: Vice Mayor Bob Livengood

City Staff Present: Neighborhood Services Manager, Cheryl Jackson; Recreation Services Supervisor, Marsha Schneider

II. Alternates

The Chair seated Commissioner Iringan

III. Pledge

The Chair led the Commission in the Pledge of Allegiance.

IV. Minutes

MOTION to approve the Minutes of April 22, 1999, with the correction noted that Arlyn Swiger was present at this meeting.

M/S: Grilli/Hall Ayes: All

V. Agenda

MOTION to approve the Agenda as submitted.

M/S: Hall/Grilli Ayes: All

VI. Announcements/Correspondence

Cheryl Jackson announced that she was resigning from her position as Neighborhood Services Manager and Marsha Schneider, Recreation Services Supervisor, would be assuming the duties of liaison to the Sister Cities Commission.

The Sister Cities International Conference will be taking place in Little Rock, AR. on July 22-24, 1999.

VII. Citizens Forum

None

VIII. Old Business

1. Upcoming Kukizaki Visit

Reports from subcommittees were given. Peggy Hall explained that the mobiles have been given to Debra along with the map. The sub-committee reported on the following: the map provided a good representation of the diversity of our city and its population; orientation went well with students and parents; basic cultural differences were explained; all involved were very excited. The mugs would be completed this week and the Mayor's secretary was preparing the proclamation as the official gift. The itinerary was prepared and ready for distribution. Final preparations were complete and everything was set.

MOTION to accept the subcommittee status report.

M/S: Grilli/Hall

Ayes: All

2. Request From San Juan Metro Manila to Establish a Sister Cities Relationship with Milpitas

Planning Commissioner, Evelyn Chua, 850 Strickroth, Milpitas, spoke on behalf of the San Juan Metro Manila Association and introduced the Board President, Vice Chair person and members of the Association. A comprehensive packet was distributed to each Sister Cities Commissioner outlining the resolution, a brief description of San Juan, Philippines, an Income Statement, Activities and programs offered, mission and purpose and a community support review.

Two videos were provided and shown providing the audience with a realistic appreciation of the attributes of the City of San Juan Metro Manila, City Council and City Hall operations, cultural center, recreational opportunities, post office and other highlights.

Twenty members of the Association spoke on behalf of the City of San Juan Metro and expressed their desire to become a part of the Sister Cities Program.

Dennis Grilli explained the City of Milpitas is also interested in establishing long term friendships to promote peace and global understanding. Commissioner Grilli explained that the City of Milpitas is dedicated to this but no financial assistance is provided. He also wanted to know the number of students the association was considering for the exchange and that the exchange is often handled on alternate year basis.

Mr. Eric Calayan, 189 N. Hillview Drive, Milpitas, explained several fundraising efforts have been planned for July at Lake Elizabeth in Fremont and in October, 1999. Mr. Calayan also explained the commonality that the City of Milpitas and San Juan Metro Manila share in the areas of industry, government, youth commissioner members, population and size and being the heart of a metropolitan area. It was also mentioned travel accommodations will be handled by Alfa Cargo and that the association has an endorsement from this company.

Dennis Grilli was appointed to serve as Liaison with the San Juan Metro Manila Association. As liaison, Dennis will assist the Association in finalizing its proposal for the July Commission meeting. The Association intends to contact the MUSD regarding a student and teacher exchange. It was noted that the Association's presentation was extremely well done. Commissioner Grilli suggested that he could work with Mr. Calayan and discuss and prepare a proposed Memorandum of Understanding for the Commissioners review at the July 22 Commission meeting.

Commissioner Swiger also mentioned the importance of establishing a relationship with the Milpitas Unified School District as well as private

schools and the Association also felt this was an important step.

Evelyne Chua also asked staff to make a copy of the two video tapes and return the original tapes to her.

MOTION to appoint Dennis Grilli as the liaison with the San Juan Metro Manila Association and to finalize a proposal for the July Commission meeting. The Association will contact the Milpitas Unified School District regarding a student and teacher exchange

M/S Hall/Swiger

Ayes: All

IX. New Business

Consider Canceling June, November, and December Commission meetings

A discussion was conducted by the Commission as to the feasibility of canceling the June, November and December meetings. It was agreed that the June and December meeting should be canceled. However, it was decided that the November meeting should be moved to November 18, 1999, and staff would check on the room availability.

MOTION to cancel June and December Sister Cities Commission meetings and move

November 25, 1999, meeting to November 18, 1999.

M/S Grilli/Lind

Ayes: All

X. City Council Liaison Report

None

XI. Future Agenda Item(s)

XII. Adjournment

MOTION to adjourn the meeting at 8:45 PM to the next regularly scheduled meeting on

July 22, 1999.

M/S: Grilli/Swiger Ayes: All

Respectfully Submitted,

Marsha Schneider

Recreation Services Supervisor

[top](#)

CITY OF MILPITAS
Regular Meeting of Sister Cities Commission (SCC)
Thursday, April 22, 1999 - 7:00 PM
Milpitas Community Center,
457 E. Calaveras Blvd., Rooms 7&8

UNAPPROVED SUMMARY MINUTES

I. Roll

Chairperson Garcia called the meeting to order at 7:00 PM. Commissioners Yuri Arthur, Dennis Grilli, and Jenifer Lind, were present.

Commissioners Absent: Stephen Gilbert, Peggy Hall, Arlyn Swiger and Alternate John Costa.

Alternate Council Liaison Present: Council member Dixon.

City Staff Present: Neighborhood Services Manager Cheryl Jackson.

II. Alternates

The Chair seated Commissioner Iringan.

III. Pledge

The Chair led the Commission in the Pledge of Allegiance.

IV. Minutes

MOTION to approve the Minutes of March 25, 1999, as corrected (delete dozen on page two). Additionally, correct March 1999 attendance roster to reflect Commissioner Costa was absent.

M/S: Arthur/Lind

Ayes: All

V. Agenda

MOTION to approve Agenda as Submitted.

M/S: Grilli/Lind

Ayes: All

VI. Announcements/Correspondence

Staff announced the Volunteer Recognition Program started this evening at 6:00 in the Community Center Auditorium. It was noted that Echo Arthur has regularly volunteered to support the Commission. Staff was directed to forward information to Echo Arthur about registering in the Volunteer Program.

VII. Citizens Forum

No comments.

VIII. Old Business

Upcoming Visit

Reports from subcommittees: Mugs are being made as we speak; letters to Starbucks and Sees have been drafted; lesson plans have gone out and the mobile will be worked into the lesson plan; a list of students and citizens traveling to Kukizaki was distributed (15 students and 5 adults); it was noted that Echo and Yuri Arthur are going separately; a rough schedule for the visit was announced; cost of the trip is \$620 for adults and \$420 for students; MEKTEC made arrangements for the trip; students will be asked to write a letter to MEKTEC.

MOTION to accept reports. M/S Lind/Grilli Ayes: All

IX. New Business

Request From San Juan Metro Manila to Establish a Sister Cities Relationship with Milpitas

The Staff Liaison announced that Mr. Calayan asked that this item be agendized for the May meeting because is unable to attend the April meeting. The Commission reviewed correspondence from the San Juan Metro Manila government regarding this matter.

MOTION to agendize for the May meeting and direct staff to send a letter to Mr. Calayan asking him to provide a list of the Milpitas residents who are prepared to undertake the efforts necessary to enhance a successful sister cities relationship, when he makes the presentation in May. M/S Lind/Grilli Ayes: All

X. City Council Liaison Report

Council member Dixon provided an update on the City Hall project (on fast track/site selection not finalized); recent Police Promotion Ceremony (nicely done); Library (noted for high usage in recent newspaper articles); Cherry Grove (to be dedicated in the Parc Metropolitan development).

XI. Future Agenda Items

XII. Adjournment

There being no further business, Chairperson Garcia adjourned the meeting at 7:25PM.

MOTION to adjourn.

M/S: Lind/Grilli

Ayes: All

Respectfully Submitted,
Cheryl Jackson
Neighborhood Services Manager

[top](#)

UNAPPROVED MINUTES CITY OF MILPITAS SISTER CITIES COMMISSION

Minutes: Regular Meeting of Sister Cities Commission (SCC)

Date of Meeting: Thursday, March 25, 1999

Time of Meeting: 7:00 PM

Place of Meeting: Milpitas Community Center, 457 E. Calaveras Blvd, Rooms 7 & 8

I. Roll

Chairperson Garcia called the meeting to order at 7:00pm. Commissioners Yuri Arthur, Debra Garcia, Dennis Grilli, Peggy Hall, Jenifer Lind, Arlyn Swiger and Alternate Willie Iringan were present.

Commissioners Absent: Stephen Gilbert, Alternate John Costa

Council Liaison Absent: Bob Livengood

City Staff Present: Recreation Services Supervisor, Marsha Schneider

II. Alternates

Chairperson Garcia sworn in Alternate Willie Iringan to serve on the Commission on this date, giving him voting rights for this meeting. Alternate Willie Iringan asked if future agendas could be mailed to him at 185 Ethyl Ct., #2, Milpitas, CA 95035

III. Pledge

The Chair led the Commission in the Pledge of Allegiance.

IV. Minutes

MOTION to approve the Minutes of February 25, 1999.
M/S: Hall/Lind

V. Agenda

MOTION to approve Agenda as submitted. M/S: Grilli/Hall

VI. Announcements/Correspondence

The Commission was shown a 12 minute Relay For Life video explaining the upcoming event being sponsored by the City of Milpitas and the American Cancer Society to be held at the Sports Center Football Field on June 25 & 26, 1999.

VII. Citizens Forum

Chairperson Garcia invited members of the audience to address the Commission on any subject not on the agenda. There were no requests.

VIII. Old Business

1. Upcoming Visit Commissioner Grilli reported the Milpitas Post had

printed an adult recruitment to Kukizaki notice for people wishing to accompany students to Kukizaki, Japan. The deadline for responding is 4/9/99. The anticipated cost is \$1,600, which includes air fair, a trip to Tokyo, meals and basic expenses. Extra shopping and spending money is not included. Commissioner Lind also stated that Darvin Beaman may be interested in participating in the next Kukizaki trip and he would probably want to stay in a cabin. Commissioner Lind indicated that the student applications will be reviewed and the topic of the student essays will be: "Why are you interested in going to Kukizaki, Japan?" The list of students applying will be divided and phone calls will be made to set up interviews. The theme will be, "Getting To Know You, The Many Faces of Milpitas." The gift will consist of a large map of the world mounted with ribbons showing where the families come from and linking them to Milpitas. The Lesson Plan will be a mobile identifying the family name, who the student live s with, a family tree, information about each student, and a symbol representing each family. The point of this project is to depict Milpitas as a culturally diverse City with citizens speaking many different languages.

Commissioner Lind also indicated the importance of notifying the planning staff from Kukizaki that they will need to provide a wire suspended in the class so that the mobiles can be hung properly.

An eighth grade class and seventh grade science class have agreed to assist with this assignment as a service project.

The Milpitas High School ceramic class instructor will develop a Milpitas logo design and will then produce 12 dozen ceramic mugs for gifts to be distributed.

2. Liaison Assignments

At the February 25, 1999, Commission meeting, the Commission discussed establishing a liaison for Japan, Ireland, India, and the Philippines.

Commissioner Grilli was assigned to Japan, and Commissioner Garcia was assigned to Ireland.

Liaison assignments are still open for India and the Philippines.

Commissioner Arthur asked if a person agreed to serve as a liaison to India and the Philippines, would it be required that you visit the country.

Commissioner Grilli and Garcia both agreed that it would be of benefit to the liaison to visit the country they were representing.

Chairperson Garcia suggested waiting to assign a representative to the Philippines until the Commission has the opportunity to listen to the Philippine presentation. Commissioner Grilli also suggested that he might possibly volunteer to take on the responsibility of liaison to India, but did not want to commit at this time.

IX. New Business

3. Commissioner's Attendance Records

At the February 25, 1999, Commissioner's meeting, Commissioner Lind requested this item be agendized. Commissioner Lind referred to the attendance report of Commissioner Gilbert. The report showed that Commissioner Gilbert had missed 9 out of the twelve scheduled meeting. She indicated that she in no way wanted to embarrass Commissioner Gilbert and appreciated him sending a gracious letter explaining his circumstances. Commissioner Lind understood the demands of his new position, but was concerned that steps be taken to rectify this situation. Staff read the Sister Cities Commission by-laws in an effort to clarify the procedures needed to notify City Council.

MOTION to have chairperson address this issue, via a letter, to the Council informing them of the situation and to have the Council resolve the issue to their satisfaction.

M/S: Grilli, Hall

All Ayes

Absent: (1) Gilbert

4. City Council Liaison Report

None

5. Future Agenda

Commissioner Grilli requested staff to continue agendizing the Upcoming Visit To Kukizaki as a standing item. He also would like to agendize the issue of whether a Commissioner must be a resident of Milpitas or in some other capacity is connected to the City and the community (i.e., is employed or has a business in the community.) Commissioner Grilli would like to discuss what criteria has been set by City Council in order to serve on a commission.

6. Adjournment

There being no further business, Chairperson Garcia adjourned the meeting at 7:47 PM.

Respectfully Submitted,
Marsha Schneider
Recreation Services Supervisor

**CITY OF MILPITAS
SISTER CITIES COMMISSION
Thursday, February 25, 1999 - 7:00pm
Milpitas Community Center, 457 E. Calaveras Blvd., Rooms 7&8
UNAPPROVED MINUTES**

I. Roll

Chairperson Garcia called the meeting to order at 7:00pm. Commissioners Yuri Arthur, Debra Garcia, Dennis Grilli, Peggy Hall, Jenifer Lind, and Arlyn Swiger were present. Alternate Willie Iringan was ill.

Commissioners Absent: Stephen Gilbert and Alternate John Costa

Council Liaison Absent: It is noted that a Special City Council meeting was the same evening.

City Staff Present: Neighborhood Services Manager Cheryl Jackson

II. Alternates

None.

III. Pledge

The Chair led the Commission in the Pledge of Allegiance.

IV. Minutes

MOTION to approve the Minutes of January 28, 1999, as corrected.

M/S: Arthur/Hall

Ayes: All

V. Agenda

MOTION to approve Agenda as submitted.

M/S: Grilli/Lind

Ayes: All

VI. Announcements/Correspondence

Cheryl Jackson, Neighborhood Services Manager announced that there is a vacancy for Recording Secretary for the Commission. She will be preparing Summary Minutes.

Correspondence was received from Mr. Jessie Singh regarding a sister cities relationship with Jalander, India. Staff was directed to send a letter about the sister cities process to Mr. Singh.

VII. Citizens Forum

Echo Arthur Valerie Meisner
785 Vasona Street 1426 Stemel Way
Milpitas, CA 95035 Milpitas, Ca 95035

Mrs. Arthur questioned why Commissioners who haven't attended any meetings are invited to the Commissioner's Recognition Dinner. Staff explained the Council's invitation process.

Ms. Meisner requested information about the process used to recruit host families for the student exchange visit with Kukizaki,. The Commission directed staff to forward a copy of the application used to recruit families for the visit in 1998.

VIII. Old Business

1. Liaison Assignment.

The Commission discussed establishing a liaison for Japan, Ireland, India, and the Philippines. Commissioner Garcia indicated that the Commissioner should have international email access and be willing to travel to the country. Commissioner Grilli was assigned to Japan and Commissioner Garcia was assigned to Ireland. Liaison assignments are still open for India and the Philippines. Continue discussion to the next meeting.

M/S Arthur/Lind

Ayes: All

IX. New Business

2. Upcoming Visit to Kukizaki.

The Commission established the following subcommittees: Gifts: Lind/Hall; Adult Selection Committee: Grilli, Swiger/Iringan; Student Selection Committee: Arthur/Garcia/Lind.

M/S Arthur/Hall

Ayes: All

X. City Council Liaison Report

None.

XI. Future Agenda Items

Commissioner's Attendance Record

XII. Adjournment

M/S: Hall/Lind

Ayes: All

Respectfully Submitted,

Cheryl Jackson

Neighborhood Services Manager

[top](#)

SISTER CITIES COMMISSION
Thursday, January 28, 1999 - 7:00pm
Milpitas Community Center, 457 E. Calaveras Blvd., Rooms 7&8

APPROVED MINUTES

I. Roll

Chairperson Grilli called the meeting to order at 7:02pm. Commissioners Yuri Arthur, Debra Garcia, Dennis Grilli, Peggy Hall, Jenifer Lind, Arlyn Swiger and alternate Willie Iringan were present.

Commissioners Absent: Stephen Gilbert, Alternate John Costa

Council Liaison Present: Vice Mayor Bob Livengood

City Staff Present: Neighborhood Services Manager Cheryl Jackson, Acting Public Services Assistant Renee Lorentzen.

II. Alternates

The Chair seated Commissioner Iringan.

III. Pledge

The Chair led the Commission in the Pledge of Allegiance.

IV. Minutes

MOTION to approve the Minutes of October 22, 1998 as corrected.

M/S: Garcia/Swiger

Ayes: All

V. Agenda

MOTION to approve Agenda as Submitted.

M/S: Garcia/Hall

Ayes: All

VI. Announcements/Correspondence

Cheryl Jackson, Neighborhood Services Manager announced that: (1) The Council appointed John Costa as a Sister Cities Commission Alternate. It was then brought to her attention that John Costa and his family will be moving out of Milpitas. (2) Mayor Terada of Kukizaki was not re-elected. (3) She reminded the Commission about the Commissioners Recognition Dinner . (4) Santa Clara County has opened the Section 8 waiting list. (5) She forwarded correspondence to Mr. Singh.

Commissioner Grilli announced that a letter has already been sent to Kukizaki regarding a visit by Milpitas students and chaperones for late June, 1999. To date, no response has been received. Commissioner Grilli also felt that it was important to mention that there is a possibility that Tsukuba City may absorb the areas that are now Kukizaki. Cheryl Jackson, Neighborhood Services Manager asked if any communication has been received regarding this matter. Commissioner Grilli answered that there has been no communication.

Commissioner Swiger expressed concern regarding the fact that the Commission has three alternates serving at the same time. Commissioner Grilli informed the Commission that Alternate Tim Rooney resigned from his position.

VII. Citizens Forum

Carmen Alvior Eric Calayan
5 Wellington Ave. #116189 N. Hillview
Daily City, Ca 94014 Milpitas, Ca 95035

Carmen Alvior announced that she and Eric Calayan were at the meeting to propose an alliance between Milpitas and San Juan Metro, Manila, Philippines. They informed the Commission of the fact that San Juan Metro is located in the 1st Municipal of the Philippines with a population of 130,000 over an area of 5.94 square kilometers.

Council member Livengood explained that the request for a Sister City alliance needs to come from the city. He also expressed some concern regarding two requests from two different cities in the Philippines.

Cheryl Jackson, Neighborhood Services Manager, explained the process the Commission uses to consider such requests. She then addressed the Commission and explained that the Commission can direct staff to send a letter to the San Juan Metro representatives regarding the process.

Commissioner Swiger questioned if staff submits a letter to the group, does the Commission then need to agendize the item for the following meeting. Cheryl Jackson, Neighborhood Services Manager explained that the matter would be agendized after the group had complied with the requirements in the letter. The Commission directed staff to send a letter.

VIII. Old Business

1. Review of Kukizaki Visit To Milpitas (October 29-November 3, 1998)

Commissioner Arthur asked if it is possible to have more than 15 students on the next trip.

Commissioner Lind explained that it was decided jointly by Kukizaki and Milpitas officials that 15 students is the maximum number of children allowed. Commissioner Lind asked when the interviews for the next visit will be held.

Commissioner Grilli reiterated that although there has been no response from Kukizaki regarding the next visit, he feels that the student and teacher relationship will continue. In the past the Commission has had enough communication and support from the public to fund all participants for their visits.

Commissioner Arthur expressed that during the last visit, both sets of students were pleased with the visit. She also stated that during this visit, it seemed that there was more participation during the event from the public which brought a greater understanding of the relationship between the two cities.

Commissioner Lind added that it seemed that there was more down time on this trip and that it enhanced the enjoyment for everyone involved not to be on such a tight schedule.

Commissioner Grilli stated that the two weekends provided more opportunities for personal trips and exchanges. He also felt that this enhanced the fun on the trip as well as reduce costs. He expressed the need to bring in the culture of the business world indicating that the businesses have been very supportive of the Commission. He mentioned that the Milpitas Rotary Club and KFC donated food for this trip.

Council member Livengood stated that the Great Mall would be interested in being more involved with the children as well as the adults. The Great Mall is able to expand on their involvement with the Commission and their functions.

Commissioner Swiger questioned whether or not the misunderstanding with the Beverly Heritage and the procedures was resolved. Cheryl Jackson stated that to the best of her knowledge, the misunderstanding between the Hotel and the Sister Cities Association had been resolved.

Commissioner Grilli responded that he is not sure of the end result.

Commissioner Swiger mentioned that he would liked to have seen an ad in the Milpitas Post listing the Kukizaki visit events and their fees.

IX. New Business

2. Brown Act (City Attorney's Office)

Patrick Whitnell from the City Attorney's Office provided an overview of the Brown Act.

3. Election of Officers

Cheryl Jackson, Neighborhood Services Manager reviewed the bylaws and opened nominations for Chair.

Nominations for Chairperson

Commissioner Garcia nominated Commissioner Grilli for Chairperson. Commissioner Grilli declined the nomination and nominated Commissioner Garcia.

M/S: Grilli/Arthur

Ayes: All

The meeting was then turned over to Commissioner Garcia.

Nominations for Vice Chair

Commissioner Grilli nominated Commissioner Arthur for Vice Chair.

M/S: Grilli/Garcia

Ayes: All

4. Liaison Agreement

Commissioner Grilli requested that item (4) be tabled until the next regularly scheduled meeting. He stated that the idea is to establish a liaison to each potential Sister City. The liaison would deal directly with the potential city as well as the City of Milpitas. The benefits of this organized liaison would be that communication to the Sister Cities Commission would be from the liaison itself. Additionally, the potential city would have the benefit of dealing with only one person directly.

Commissioner Swiger expressed concern over the fact that too many people dealing with the potential Sister Cities would create the problem of too many people giving advice.

Commissioner Hall added that this form of Liaison communication was the model that many other cities use to communicate. Many of the Commission members are Liaison's to Sister Cities.

MOTION to expand topic (4) for the next regularly scheduled meeting.

M/S: Hall/Arthur

Ayes: All

X. City Council Liaison Report

Council member Livengood informed the Commission that at next Council meeting, they will be discussing the issue of term limits for Commissioners. He recommended that if any of the Commissioners have an opinion about this issue they should contact Council member Esteves or a City Council member. He explained that the restriction may be on the number of years or perhaps the number of total terms a Commissioner can serve.

Commissioner Grilli asked if this was being discussed because of a waiting list for those looking to serve on a Commission.

Council member Livengood explained that this issue was raised by Council member Esteves and that he did not know why the issue was raised.

XI. Future Agenda Items

(a) Update for future Kukizaki visit.

XII. Adjournment

MOTION to adjourn meeting at 8:20 pm to the next regularly scheduled meeting on February 25, 1999.

M/S: Grilli/Lind

Ayes: All

Respectfully Submitted,
Renee Lorentzen
Recording Secretary

[top](#)

**CITY OF MILPITAS
SISTER CITIES COMMISSION**

Thursday, October 22, 1998 - 7:00 p.m.

Milpitas Community Center, 457 E. Calaveras Blvd., Conference Room

UNAPPROVED MINUTES

I. Roll

Chairperson Grilli called the meeting to order at 7:03 p.m. Commissioners Yuri Arthur, Debra Garcia, Dennis Grilli, Peggy Hall, Arlyn Swiger and alternates Willie Iringan and Jenifer Lind were present.

Commissioners Absent: Stephen Gilbert and Alternate Tim Rooney

Council Liaison Present: Vice Mayor Bob Livengood

City Staff Present: Neighborhood Services Manager Cheryl Jackson, Acting Public Services Assistant Renee Lorentzen.

II. Alternates

The Chair seated Commissioner Iringan.

III. Pledge

The Chair led the Commission in the Pledge of Allegiance.

IV. Minutes

MOTION to approve the Minutes of September 24, 1998 as corrected.

M/S: Garcia/Lind Ayes: All

V. Agenda

MOTION to approve the Agenda as submitted.

M/S: Garcia/Hall Ayes: All

VI. Announcements/Correspondence

Commissioner Garcia welcomed Commissioner Iringan to the Sister Cities Commission. Commissioner Iringan expressed that he was pleased to be able to serve on the Sister Cities Commission. Commissioner Grilli asked if Commissioner Iringan had met everyone. He replied that he had not yet met everyone. All Commissioners and City Staff introduced themselves.

Neighborhood Services Manager Cheryl Jackson informed the Commission that enclosed in their Agenda's were the letters that were sent out to the new Commissioners and Alternates. Cheryl Jackson also stated that enclosed with the Agenda is the flyer, "Neighborhoods Make Milpitas. She expressed that any input

that the Commissioners may have on the subject would be appreciated.

Commissioner Swiger announced that he had recently visited the Sister City Website and hadn't seen any of the changes that had been previously approved in regards to the format of the Website. He also mentioned that Debra Garcia was not yet recognized as the Vice Chair of the Sister Cities Commission on the Website. Neighborhood Services Manager Cheryl Jackson said that she would check on the status of the Website revisions and then send a memo out to all of the Commissioners.

Commissioner Grilli stated that he had watched Channel 6 for the BBQ announcement and didn't see one. Neighborhood Services Manager Cheryl Jackson responded that at the September 24, 1998 meeting the location of the BBQ was still in question. Now that it was final she would contact Channel 6.

VII. Citizens Forum

None

VIII. Old Business

1. Kukizaki Visit to Milpitas (October 29 - November 3, 1998)

Commissioner Garcia announced that the selection for host families was complete. She wanted to thank Commissioner Lind and Neighborhood Services Manager Cheryl Jackson for serving on the committee that screened the applicants. She went on to say that twenty four families participated in the interview process and the final fifteen were chosen. Commissioner Garcia expressed that she feels confident with the host family selections. Commissioner Garcia also announced that the invitations to the Halloween party were sent out to all the host families including past host families and Commissioners. Commissioner Arthur volunteered her time to help Commissioner Garcia the day of the party.

Commissioner Grilli extended the invitation to all Commissioners to attend the dinner on Saturday, October 31, 1998 at the Holiday Inn. He stated that if any Commissioners did want to attend they would need to pay the \$25.00 fee and to please let him know ahead of time. Commissioner Grilli wanted to reiterate that Sunday was the BBQ and Monday the Rotary Club will be hosting the dinner at Kowloon's Restaurant at either 5:00 pm or 5:30 pm. Following the dinner will be the Multi-Cultural event at 7:00 pm.

Commissioner Garcia stated that plans for the NASA trip fell through and that Jim Lawson had arranged for a trip to the Valley Transit Authority in San Jose for the Kukizaki visitors. They will tour San Jose on a Trolley car and it has been arranged to have a Japanese speaking driver. She also announced that the children will be going to the Great Mall for a shopping field trip.

Vice Mayor Bob Livengood said that this was the first time he had heard of the trip to the Great Mall. Commissioner Garcia responded that there are

no special needs required for the trip. There will 35 people attending, two chaperones and two Japanese teachers to serve as supervision for the children. A bus will be dropping them off at the mall around 11:30 am. The children were told that they would need to bring money to buy lunch that day. Bob Livengood said that he could arrange to have the group be met at the Great Ships Court with coupons and a gift bag when they arrive. Commissioner Garcia thought it was a wonderful idea.

Commissioner Hall wanted to know if there was any more information on the BBQ. Neighborhood Services Manager Cheryl Jackson agreed that at the last meeting the site and activities were yet to be confirmed.

Commissioner Grilli confirmed that the BBQ will be at Cardoza Park from 11:00 am to 4:00 pm. The cost will be \$20.00 for a family of four. They will be serving a lunch of either chicken or polish sausage. The scheduled hay ride has been canceled due to problems with the horses but there will be horses there for mounting and taking pictures. There will also be Square Dancing, Line Dancing and a game of Softball for activities. Russell Middle School Band will be playing at the event. Commissioner Grilli stated that if there are any questions that either he or John Costa can be contacted.

Neighborhood Services Manager Cheryl Jackson reminded the Commission that in their agenda packet is an email about the Holiday Inn dinner. Reservations for the dinner need to be made by October 28, 1998. Checks for the dinner need to be made payable to the Milpitas Sister Cities Association. Commissioner Grilli added that the Holiday Inn is still hosting the meal and room cost for the Kukizaki visitors.

MOTION to approve Recommendation (1) Hear and note receipt of the report.

M/S: Garcia/Lind Ayes: All

IX. New Business

1. Form Letter - Selection Criteria for Considering Applications

Neighborhood Services Manager Cheryl Jackson summarized that at the September 24, 1998 meeting, the request from Hyderabad to establish a Sister City relationship was still in question because of the lack of clarity as to what the Commission expected and what Hyderabad's interests in Milpitas are. It was decided that a form letter be drafted that outlines the criteria and expectations of the Commission by city staff, to be sent to anyone interested in establishing a Sister City relationship.

Neighborhood Services Manager Cheryl Jackson pointed out to the Commissioners that a form letter had been drafted and was in their agenda packets. This letter will be sent to anyone who inquires about a Sister City relationship. She asked if there were any questions about the letter or if anyone had anything that they would like to add.

Commissioner Swiger proposed that in the first paragraph, it would be beneficial to give examples of what the Commission is looking for. For example, student or cultural exchange.

Commissioner Grilli interjected that he would like to see more options for the applicants to pick from and that they be able to pick as many as they feel apply to them.

Commissioner Swiger added that maybe it would be good to have an example or give a comparison of another Sister City for the applicants to review in the letter.

Neighborhood Services Manager Cheryl Jackson expressed concern over giving a comparison. The letter should be more about whether or not the applying city is going to be able to offer Milpitas a comprehensive Sister City relationship. She pointed out that in requirement (1) in the form letter, it is important that the applicant have a letter of support from their city. In the past some applying cities have expected Milpitas city staff to contact the applying city for proof of support. The applicants should make the effort to gain support within their community and city and forward the letter on official letterhead.

Commissioner Arthur asked in regards to requirement (4) in the draft letter, if there was a certain number of community members not affiliated with businesses that need to be listed. Commissioner Grilli responded that there is no specific number of community members that needs to be listed from a specific group. What the Commission wants is to see a good showing of a community and business support.

Commissioner Garcia added that she feels it is more important to know how focused the proposed Sister City is rather than just getting signatures. Commissioner Grilli said that it is also important to know what they want and can they financially make it work.

Commissioner Arthur expressed concern about India's economy. She wondered, in regards to Hyderabad, whether they could afford the visits without a big business backing them up financially.

Vice Mayor Bob Livengood wanted to say that he thinks that the form letter for selection criteria was good. He felt that the discipline of the letter will be a good indication to applicants about the seriousness of becoming a Sister City.

Commissioner Swiger added that in requirement (3) of the form letter perhaps it should refer to not only business conduction, but other organization or association conduction as well.

Neighborhood Services Manager Cheryl Jackson agreed to make the changes and if the Commission approves the draft, it will be sent to Mr.

Singh.

MOTION to approve Recommendation (1) Review draft and approve final version of the letter. (2) Direct staff to send this letter to Mr. Singh.

M/S: Garcia/Arthur Ayes: All

X. City Council Liaison Report

None

XI. Future Agenda Items

- (a) Review of Kukizaki visit
- (b) Presentation of Brown Act

XII. Adjournment

MOTION to adjourn the meeting at 7:40 to the next regularly scheduled meeting on November 26, 1998.

M/S: Garcia/Hall Ayes: All

Respectfully Submitted,

Renee Lorentzen

Recording Secretary

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CITY OF MILPITAS
Regular Meeting of Sister City Commission (SCC)
Thursday, September 24, 1998 - 7:00 p.m.

UNAPPROVED MINUTES

I. Roll

Chairperson Grilli called the meeting to order at 7:05 p.m. Commissioners Yuri Arthur, Garcia, Dennis Grilli, Peggy Hall, Francesca Ridgley, Arlyn Swiger and alternate Jennifer Lind were present.

Commissioner Absent: Stephen Gilbert

Council Liaison Present: Vice Mayor Bob Livengood

City Staff Present: Neighborhood Services Manager Cheryl Jackson, Acting Public Services Assistant Renee Lorentzen.

II. Alternates

The Chair seated Commissioner Lind.

III. Pledge

The Chair led the Commission in the Pledge of Allegiance.

IV. Minutes

MOTION to approve the Minutes of August 27, 1998 as corrected. Renee Lorentzen, Acting Public Services Assistant requested the following changes:

Correct spelling of her last name under Roll.

M/S: Garcia/Hall Ayes: All

V. Agenda

MOTION to approve the Agenda as Submitted.

M/S Lind/Garcia Ayes: All

VI. Announcements/Correspondence

Commissioner Ridgley announced that she had served her two year term with only two absences and requested that the September 24, 1998 meeting be her last. She also asked for permission to leave early to fulfill a prior engagement. She expressed that it was a pleasure to serve on the Sister City Commission and questioned whether or not she should present an official letter to the City Council as to her resignation. Vice Mayor Bob Livengood said that a letter would be appropriate.

Cheryl Jackson, Neighborhood Services Manager reported that three Commissioners and one alternate vacancy will be opening up for appointment. The Commission was informed that Commissioners Debra Garcia, Arlyn Swiger, Francesca Ridgley and alternate Jennifer Lind are welcome to serve until their positions are filled if they choose not to run for a second term.

VII. Citizen's Forum

None.

VIII. Old Business

1. Kukizaki Visit to Milpitas (October 29 - November 3, 1998)

Commissioner Garcia passed out copies of the completed Host Family applications list for the upcoming Kukizaki visit to the Commissioners. Commissioner Garcia stated that they had received 43 applications from families interested in being hosts for the 15 Kukizaki students that will be visiting.

Chairperson Grilli then asked if there were any questions on the schedule or events planned for the visit. Neighborhood services Manager Cheryl Jackson expressed concern over the City tour and the importance of staying on schedule. She mentioned that in past tours, too much time has been spent at the Police and Fire Stations. She explained that for the current visit, the tour is scheduled to visit the Recycling Center at 10:00 a.m. If the tour is late to the Recycling plant they will not receive a tour. Chairperson Grilli suggested that the tour group go to the Recycling plant first and then go to the Police and Fire Station.

Chairperson Grilli then stated that the Holiday Inn needed to be contacted to see if they were going to let the Commission use their vans for the tour. If not, a tour bus would be hired. Chairperson Grilli then reported that plans for the BBQ are moving along. The location has been changed to Cardoza Park.

Commissioner Lind questioned why the change of location.

Chairperson Grilli responded the John Joines and John Costa decided that they wanted the BBQ at Cardoza.

Commissioner Garcia reported that preparations for the Halloween party are coming along smoothly.

2. Kukizaki Visit to Milpitas Itinerary (October 29 - November 3, 1998)

Chairperson Grilli gave a tentative outline of the Milpitas visit which was as follows:

Thursday, October 29, 1998

- Arrival of Kukizaki visitors

Friday, October 30, 1998

- Tour of City

- Halloween Party at Commissioner Garcia's house

Saturday, October 31, 1998

- Dinner at the Holiday Inn

Sunday, November 1, 1998

- BBQ at Cardoza Park

Monday, November 2, 1998

- Children go to host school

- Adults go to lunch and tour of the Great Mall

- Dinner and Multi-Cultural event

Tuesday, November 3, 1998

- Kukizaki visitors return home

Neighborhood Services Manager Cheryl Jackson asked Chairperson Grilli which activities during the visit are going to be open to the public. He responded that the BBQ will be open to the public but, he is not sure of the cost. Neighborhood Services Manager Cheryl Jackson asked that the information be passed on as soon as possible so that the information can be posted on Channel 6 Community News.

There was some question on where the BBQ will be held if it should happen to rain that day. It was decided that the event would most likely be moved to the Milpitas Sports Center Large Gym. Acting Public Services Assistant Renee Lorentzen volunteered to check and make sure that the Large Gym was not booked for a prior event. Commissioner Lind questioned whether or not the principal's of the local schools were aware of what is expected of them during the visit. She did not want them to think that they needed to provide a special gift of any kind because it is not expected from the Commission. Commissioner Garcia said that she would contact the schools.

IX. New Business

1. Brown Act

Neighborhood Services Manager Cheryl Jackson announced that she had

reviewed the August 27, 1998 minutes and saw that there was some confusion about the Brown Act. She reported that she has arranged for the City Attorney to come and speak to the Commission on the January 1999 meeting.

2. Hyderabad, India

There was much discussion on the issue of Hyderabad, India. Concern was expressed over the size of Hyderabad and whether or not it would be an appropriate candidate for a Sister City. It was also questioned whether or not the representatives from Hyderabad were supposed to speak at the September 24, 1998 meeting. Chairperson Grilli informed the Commission that they were to discuss what information they wanted from the Hyderabad to be presented at a later date.

Commissioner Lind stated that she thought that they had already verbally informed Mr. Mandal on what the Commission wanted to hear about at the last meeting. She questioned why they were now discussing it a second time and then informing them through letter format.

Chairperson Garcia expressed confusion as to when Mr. Singh was going to present his material.

Chairperson Grilli stated that Mr. Singh and Mr. Mandal had already made their presentation and that a letter would clear things up for them on what they need to give the Commission so the Commission can consider their proposal. When Mr. Singh and Mr. Mandal contact the commission, it will be placed on the agenda.

Neighborhood Services Manager Cheryl Jackson interjected that all applicants need to be informed and understand all the responsibilities that come along with being a Sister City.

Vice Mayor Bob Livengood suggested that a form letter should be drafted by the Commission that outlines the criteria and expectations of the Commissioners. When someone expresses interest in becoming a Sister City, the letter will be mailed out for review.

At this point, discussion began again on issues that concerned the Commissioners about Hyderabad. The issue of Hyderabad's large size in comparison was posed. Chairperson Grilli responded that a city in India that is going to be able to afford to be Sister City is going to be larger than Milpitas. He also mentioned that what Hyderabad wants from Milpitas is important as well. He wanted to find out what kind of relationship they were interested in, i.e., business or family.

Council Liaison Vice Mayor Bob Livengood expressed the need for common ground between the two cities.

Neighborhood Services Manager Cheryl Jackson offered for City Staff to

draft a list of factors for the October meeting that the Commission wanted conveyed to future applicants. She also suggested that someone alert Mr. Singh of the fact that the Commission is in the process of sending him a letter.

X. City Council Liaison Report

Vice Mayor Bob Livengood announced that there was going to be a special City Council session in Council Chambers September 25, 1998 at 9:00 a.m. in regards to City Manager Greg Larson's leave of absence. Council Liaison Vice Mayor Bob Livengood stated that the City Council is supportive of any time that he needs to take and that family should come first.

XI. Future Agenda Items

- (a) Kukizaki visit to Milpitas agenda
- (b) Hyderabad, India Sister City relationship

XII. Adjournment

MOTION to adjourn the meeting at 7:30 p.m. to the next regularly scheduled meeting on October 29, 1998.

M/S: Garcia/Hall Ayes: All

Respectfully Submitted,
Renee Lorentzen
Recording Secretary

[top](#)

**CITY OF MILPITAS
SISTER CITIES COMMISSION
Thursday, August 27, 1998 - 7:00 p.m.
Milpitas Community Center
457 E. Calaveras Blvd., Rooms 7 & 8
UNAPPROVED MINUTES**

I. Roll

Chairperson Grilli called the meeting to order at 7:10 p.m.

Commissioners: Yuri Arthur, Debra Garcia, Stephen Gilbert, Dennis Grilli, Peggy Hall, Arlyn Swiger, and alternate Jenifer Lind were present.

Commissioner Absent: Francesca Ridgley

Council Liaison Absent: Vice Mayor Bob Livengood

City Staff Present: Recreation Supervisor Marsha Schneider, Public Services Assistant Carmen Valdez, and Acting Public Services Assistant Renee Lorentze.

II. Alternates

The Chair seated Commissioner Lind.

III. Pledge

The Chair led the Commission in the Pledge of Allegiance

IV. Minutes

MOTION to approve the Minutes of July 23, 1998, as corrected. Commissioner Lind requested the following changes: 1) Correct spelling of her first name under Roll; 2) under Announcements - change "remaining" to "continuing" the search for a teacher; and 3) under schedule for the upcoming visit of Kukizaki - include the day the kids will arrive on the schedule. The dates of the visit should be October 29-November 3, 1998.

M/S: Garcia/Hall - Ayes: All

V. Agenda

MOTION to approve the Agenda as submitted.

M/S: Garcia/Gilbert - Ayes: All

VI. Announcements/Correspondence

Marsha Schneider, Recreation Supervisor reported to the Commission that Cheryl Jackson, Neighborhood Services Manager was out ill, and that she would be conducting the meeting.

Carmen Valdez reported that Renee Lorentzen would be the new recording secretary.

Commissioner Swiger requested a description of the Town of Kukizaki for the web page.

VII. Citizen's Forum

Mr. Jessie Singh	Mr. Sudhir Mandal
720 Montague Expressway	790 Kevenaire Drive
Milpitas, CA 95035	Milpitas, Ca 95035

VIII. Old Business

1. Kukizaki Visit to Milpitas (October 29 - November 3, 1998)

Chairperson Grilli introduced Marsha Grilli, Treasurer of the Sister Cities Association, to speak regarding activities being planned for the visit. Mrs. Grilli introduced Norm Henry, a member of the Sister Cities Association. Mr. Henry presented a brief overview of the activities being planned. Mrs. Grilli distributed a report which contained an overview of hotel accommodations; and, student and adult activities.

After the overview, Mr. Henry reported to that the Association was in the process of compiling a newsletter about the visits. This would occur twice a year. The purpose of the newsletter is to provide information as to what

happened during the last exchange and what will occur in upcoming exchanges.

Commissioner Lind questioned who would be receiving the newsletter. Mr. Henry reported that it would more than likely be distributed to all City buildings, libraries, and the schools.

IX. New Business

1. Request to Establish a Sister City Relationship with Patiala, India

Chairperson Grilli introduced Mr. Sudhir Mandal, 790 Kevenaire Drive, Milpitas, CA 95035, to speak on behalf of Hyderabad, India. He indicated that the group would not be talking about Patiala, India but instead about Hyderabad.

Commissioner Lind reported to the Commission that according to the Agenda, the report was going to be about Patiala. She was prepared for Patiala not Hyderabad.

Mr. Mandal went on with his report which was a brief overview of Hyderabad, India. He indicated that he was very honored to be able to speak to the Commission. He went into great detail about the Hyderabad and how the relationship could be beneficial to the City of Milpitas. A copy of the report was handed out to the Commission for their review.

After the presentation, Recreation Supervisor Marsha Schneider, reported that the Commission could not speak on the item because it was not on the Agenda.

There was much discussion on what could be discussed in Citizen's Forum. The Commission was not sure if they could respond to any of the discussion or ask questions.

MOTION was made to return this item to Citizen's Forum. M/S: Gilbert/Garcia - Ayes: All

At this point Mr. Jessie Singh, 720 Montague Expressway, Milpitas, Ca 95035, reported to the Commission that the reason they changed from Patiala to Hyderabad because Hyderabad had more to offer the City of Milpitas. He also reported that the Silicon Valley of India is about 90% developed and both Cities could benefit by exchanging products.

This item will be agendized for a future meeting and staff will send out a letter indicating what information is necessary when the presentation is done to the Commission.

X. City Council Liaison Report

None

XI. Future Agenda Items

(a) Proposal from Hyderabad, India to establish a Sister City relationship with City of Milpitas. The Commission would like this to go on the September 24,1998 meeting.

XII. Adjournment

MOTION to adjourn the meeting at 7:50 pm. to the next regularly scheduled meeting on September 24, 1998.

M/S: Garcia/Arthur - Ayes: All

Respectfully Submitted,
Carmen Valdez
Recording Secretary

[top](#)

**CITY OF MILPITAS
SISTER CITIES COMMISSION
Thursday, July 23, 1998 - 7:00 p.m.
Milpitas Community Center
457 E. Calaveras Blvd., Rooms 7 & 8**

UNAPPROVED MINUTES

I. Roll

Chairperson Grilli called the meeting to order at 7:00 p.m. Commissioners Dennis Grilli, Debra Garcia, Stephen Gilbert, Francesca Ridgley, Arlyn Swiger, and alternate Jennifer Lind were present.

Commissioner's Absent: Yuri Arthur and Peggy Hall

Liaison Present: Vice Mayor Bob Livengood

City Staff: Cheryl Jackson, Neighborhood Services Manager and Jennifer Schneider, Public Services Clerk Supervisor were present.

II. Alternates

The Chair seated Commissioner Lind in Yuri Arthur's seat for the meeting (7:10 p.m.).

III. Pledge

The Chair led the Commission in the Pledge of Allegiance

IV. Minutes

MOTION to approve the Minutes of June 25, 1998, as corrected. Commissioner Ridgley changed from Commissioner Absent to Commissioners Present.

M/S: Garcia, Ridgley Ayes: All

V. Agenda

MOTION to approve the Agenda as submitted.

M/S: Swiger, Ridgley Ayes: All

VI. Announcements/Correspondence

Chairperson Grilli reported on the recent visit to Kukizaki. He felt the trip was extremely successful particularly with the community business members joining the student visit. He also encouraged other Commissioners to participate in upcoming visits to Japan because he felt the trip was a worthwhile experience.

Commissioner Garcia explained that the students who visited Kukizaki evaluated the trip and she received a variety of positive feedback. She felt the trip helped broaden their prospective on the world. She reported that Kukizaki was interested in exchanging pen pals and eventually broadening the relationship via e-mail.

Commissioner Grilli particularly enjoyed when the visitors were accompanied by Kukizaki community members to an event of their choice (Baseball Game, Museum, or Kabuki). He said it provided an excellent opportunity for the two communities to come together to form a cultural exchange and build friendships.

Commissioner Lind introduced Hiroki Horguchi, a parent of a Kukizaki student who was visiting her family.

Commissioner Garcia announced that she would be attending the Sister Cities International Conference in Miami, Florida and informed the Commissioners that she was willing to pick up any information they may be interested in.

Commissioner Gilbert explained that the Association is continuing to assist with the search for an Instructor from the Bay Area.

VII. Citizen's Forum

Chairperson Grilli invited members of the audience to address the Commission on any subject not on the Agenda. No one addressed the Commission.

VIII. Old Business

1. Request to Establish A Sister City Relationship with Bardoli, India

During Citizens Forum at the May 28, 1998, Commission meeting, Milpitas resident Anil Desai, accompanied by representatives from the Federation of Indo-American Associations of Northern California, requested that the Commission consider the possibility of establishing a sister city relationship with Bardoli, India. Staff was directed to agendize this matter for the July 23, 1998, Commission meeting.

Included in the Commission's agenda packet was (1) A letter dated June 2, 1998, which staff sent to the President of Bardoli, India inquiring about the City's interest in establishing a relationship with Milpitas and which requested that information about Bardoli and a response be sent to the Staff Liaison; (2) a letter dated July 4, 1998, from Chairperson Grilli to Mr. Anil Desai requesting certain information to assist the Commission in its deliberations regarding a relationship with Bardoli. Mr. Grilli requested

that the information be forwarded to the Staff Liaison by June 17, 1998. Staff did not receive a response from either the City of Bardoli or from Mr. Desai. Also included in the Commission's agenda packet was a letter staff sent to Mr. Desai reminding him that this item had been agendized.

Commissioner Ridgley expressed her concerns about establishing a relationship with Bardoli, India (i.e. several of the group members do not live in Milpitas and her personal opposition to the recent nuclear testing in Bardoli, India).

Commissioner Garcia said she contacted Sister Cities International and was told that unless the government restricts travel to a certain country, it was not considered a political issue.

Councilmember Livengood reminded the Commission to treat all groups requesting a Sister City Relationship in the same manner to avoid any future issues when deciding what route to determine with this request.

Commissioner Grilli and Gilbert did not feel that the application submitted defined the goals and objectives as required by the guidelines.

Commission discussed at length the following possibilities of dealing with this Sister Cities application request: tabling this item to next meeting, denying the request and not allowing another request from the group for a given amount of time (i.e. six months, beginning of year).

MOTION to direct staff to write a letter to Mr. Desai stating that because of a lack of response to the Commission's request for information, the Commission will not entertain another request for a certain period of time to be determined by the Commission.

M/: Garcia MOTION died for lack of a second.

Cheryl Jackson, Neighborhood Services Manager, suggested shifting the burden from the Commission by writing a letter indicating the Commission's concerns and indicating that the Commission should be notified when the Group is ready to provide the requested information.

MOTION to direct staff to write a letter indicating that this request was not considered at this time due to unresponsiveness to the Commission's requests. M/S: Ridgley, Garcia Ayes: All

2. Web Page

At the January 22, 1998, Commission meeting, Commissioner Swiger distributed a template of the proposed web page layout and asked the Commission to review and approve. The Commissioners decided that they wanted an opportunity to review and that they would submit their comments to the Staff Liaison. The comments were to be included with the February 26, 1998, agenda packet. The Staff Liaison did not receive any comments. Although the item was agendized for the meeting on February

26, 1998, it was continued because Commission Swiger was absent. Included in the Commission's agenda packet was an updated template Commissioner Swiger asked the Commission to consider. A copy of the current Web Site information was also included in the Commission's agenda packet.

Commissioner Swiger gave a detailed presentation of the proposed plan for the Sister Cities Commission Web Page. He explained that the Calendar of Events would be updated accordingly.

Commissioner Swiger requested photos from the recent Kukizaki visits showing the residential, pastorial and shopping areas which would be listed under a title of "What is the town like?" Commissioner Garcia and Grilli said they would look through their photos and locate some to scan. Commissioner Garcia suggested having some of the travel brochures translated into English to supplement the photos. She also suggested that small paragraphs be included from both the adults and students who have participated in Sister Cities Programs to give insight on their adventures and experience. The Commission envisioned these paragraphs to be changed periodically.

MOTION to recommend approval of the proposed layout for the Commission's Web Site as submitted.

M/S: Ridgley, Garcia Ayes: All

IX. New Business

1. Kukizaki Visit to Milpitas (October 31 - November 2, 1998)

Included in the Commission's agenda packet was a letter staff sent to various Milpitas hotels regarding the upcoming visit. Neighborhood Services Manager Cheryl Jackson explained that the following hotels have responded to the letter and are interested in assisting with the upcoming visit: Holiday Inn, Embassy Suites, and Homestead Village Extended Stay Lodging. She referred the representative(s) from the hotels to the Milpitas Sister Cities Association.

Commissioner Grilli said the Kukizaki visitors were interested in staying at the Holiday Inn for the upcoming visit. He also explained that Mr. Pennybacher from The Milpitas Rotary was interested in hosting a dinner or reception and Marsha Grilli would contact him regarding this possible event.

Commissioner Grilli explained the following schedule for the Upcoming Visit:

10/31 (Saturday) Greet Guests

11/1 (Sunday) BBQ with Wild West Show, Square Dancing

11/2 (Monday) Tour City facilities, lunch at Great Mall, cultural exchange in evening/hosted dinner

11/3 (Tuesday) Farewell Ceremony

Commissioner Garcia will also host a Halloween Party at her home on Friday, October 30, 1998 for the student visitors.

Commissioner Grilli explained that this item should be agendaized each month until the visit to provide an update on the upcoming visit and to discuss necessary items (i.e. host family selections, events, etc.).

MOTION to direct staff to request that a member of the Milpitas Sister Cities Association provide an update at the Commission meeting on August 27, 1998.

M/S: Ridgley, Garcia Ayes: All

X. City Council Liaison Report

None

XI. Future Agenda Items

(a) Kukizaki Visit to Milpitas (October 31 - November 2, 1998)

XII. Adjournment

MOTION to adjourn the meeting at 8:05 p.m. to the next regularly scheduled meeting on August 27, 1998, at 7:00 p.m.

M/S: Garcia, Gilbert Ayes: All

Respectfully Submitted,

Jennifer Schneider

Recording Secretary

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**CITY OF MILPITAS
SISTER CITIES COMMISSION
Thursday, June 25, 1998 - 7:00 p.m.
Milpitas Community Center
457 E. Calaveras Blvd., Rooms 7 & 8**

UNAPPROVED MINUTES

I. Roll

Chairperson Grilli called the meeting to order at 7:00 p.m. Commissioners Yuri Arthur, Debra Garcia, Dennis Grilli, Peggy Hall, Arlyn Swiger and alternate Jennifer Lind were present.

Commissioners Absent: Stephen Gilbert, Francesca Ridgley

Liaison Present: Vice Mayor Bob Livengood

City Staff Present: Neighborhood Services Manager Cheryl Jackson and Carmen Valdez, Public Services Assistant II

II. Alternates

The Chair seated Commissioner Lind.

III. Minutes

The Chair led the Commission in the Pledge of Allegiance.

IV. Minutes

MOTION to approve the Minutes of June 28, 1998, as corrected. Committee member Arthur requested that staff correct the word "Commissioner" on page 3, paragraph 5, under Old Business #3.

M/S: _____/Lind Ayes: All

V. Agenda

MOTION to approve the Agenda as submitted

M/S: Lind/Garcia Ayes: All

VI. Announcements/Correspondence

Neighborhood Services Manager Cheryl Jackson announced the Fourth of July Celebration at Cardoza Park and the Fireworks at Technology and Murphy Ranch Road.

Commissioner Lind asked Vice Mayor Livengood about the article in the Post regarding the trip to Kukizaki. She stated that her neighbors began to ask her questions regarding how she paid for her trip to Kukizaki. She requested that she be notified if such a statement would be coming out again.

Vice Mayor Livengood reported that he also received many comments from the residents thanking for his accountability. He reported to the Commission that his job as a Councilmember is to make sure that all money is spent correctly and he will continue to question items that he is concerned with.

VII. Citizen's Forum

Chairperson Grilli invited members of the audience to address the Commission on any subject not on the agenda. No one addressed the Commission.

VIII. Old Business

1. July 1998 Visit to Kukizaki

Chairperson Grilli reported that two meetings were held regarding the upcoming visit to Kukizaki. The purpose of the meetings were to provide the attendees with information about the visit and Japanese culture.

Commissioner Swiger wanted to know if the Commissioners who are spending their own money to coordinate the trip were getting reimbursed for their expenses. Chairperson Grilli reported that there is a fund

established to offset these costs.

Motion was made to accept the staff recommendation.

M/S: Garcia, Hall Ayes: All

2. Request From Kukizaki to Visit Milpitas the Fall of 1998

Chairperson Grilli requested that a subcommittee be formed to work with Judy Barronti in preparing for the host families and students for the Fall of 1998. Commissioners Grilli, Garcia and Lind volunteered.

The students are scheduled to visit Milpitas October 29 through November 3, 1998. The adults are scheduled to visit October 31 through November 3, 1998.

IX. New Business

Request to Establish a Sister City Relationship with Bardoli, India

Chairperson Grilli reviewed the letter sent to Anil Desai regarding the request to establish a relationship with Bardoli. Commissioner Garcia stated that she called the International Sisters Association questioning if establishing a Sister City with India was appropriate given current events in India. She was told that it is a good idea to establish a relationship with India. However, since the City of Milpitas has received requests from two cities in India, it may be better to establish a friendship relationship with both cities inasmuch as a city may have only one sister cities relationship with a country.

Chairperson Grilli reported to the Commission that he spoke with Councilmembers Patricia Dixon and Barbara Lee, and they expressed concern about establishing a Sister City relationship with India because of the current upheaval.

Vice Mayor Livengood reminded the Commission that it is very important to remember that in selecting a Sister City, the Commission needs to select a city which has the highest chance for success because of local interest and meets a profile similar to Milpitas. Chairperson Grilli commented that the Commission needs to consider what the Milpitas community wants.

Ms. Jackson reported that the Indo-American Federation Group consists of officers who are not residents of Milpitas. She indicated that 90% of the group members are not residents or business owners in Milpitas.

Chairperson Grilli reported that there needs to be local support. The last thing the City needs is to have a propped up relationship. It is very important to have a good relationship with the School District.

Commissioner Arthur commented that it was very important to have the community support of a Sister City or the relationship will not work.

Commissioner Garcia agreed that it was very important to have the support from the community, the schools and business community.

Ms. Jackson reported to the Commission that she has not received any information from Patalia, India.

Commission Recognition Dinner

The Commission accepted the staff recommendation

Chairperson Grilli reported that Mr. Hermoso never resigned and he was still a member of the Commission.

Mrs. Echo Arthur stated that Mr. Hermoso should not have been invited to the dinner and that he should have been removed from the Commission.

Vice Mayor Livengood reported that the City Council was aware of Mr. Hermoso's absences and that the Mayor did not initiate an action to remove him.

X. City Council Liaison Report

None

XI. Future Agenda Items

(a) Cherry Blossom Festival

XII. Adjournment

Motion to adjourn the meeting at 8:05 p.m. to the next regularly scheduled meeting on July 23, 1998, at 7:00 p.m.

M/S: Garcia, Hall Ayes: All

Respectfully Submitted,

Carmen Valdez

Recording Secretary

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**CITY OF MILPITAS
SISTER CITIES COMMISSION
Thursday, May 28, 1998 - 7:00 p.m.
Milpitas Community Center
457 E. Calaveras Blvd., Rooms 7 & 8**

UNAPPROVED MINUTES

I. Roll

Chairperson Grilli called the meeting to order at 7:00 p.m. Commissioner Yuri Arthur, Debra Garcia, Dennis Grilli, Peggy Hall, Arlyn Swiger, and alternate Jenifer Lind were present.

Liaison Absent: Vice Mayor Bob Livengood

City Staff: Cheryl Jackson, Assistant to the City Manager and Carmen Valdez, Public Services Assistant II were present.

II. Alternates

The Chair seated Commissioner Lind in Stephen Gilbert's seat for the meeting. Commissioner Gilbert arrived at 7:10 p.m.

III. Pledge

The Chair led the Commission in the Pledge of Allegiance

IV. Minutes

MOTION to approve the Minutes of May 28, 1998, as corrected. Chairperson Grilli requested the following correction: The student selection subcommittee members are Commissioner's Garcia, Ridgley and Arthur instead of Commissioner's Grilli, Garcia and Hall; and, the members of the subcommittee to develop and establish criteria's for selecting a Sister City are Commissioner's Grilli, Garcia and Hall instead of Commissioner's Garcia, Ridgley and Arthur as stated in the February 26, 1998 Minutes.

M/S: Lind/Garcia - Ayes: All

V. Agenda

MOTION to approve the Agenda as submitted.

M/S: Garcia/Arthur - Ayes: All

VI. Announcements/Correspondence

Cheryl Jackson, Assistant to the City Manager reported that the City held its annual recognition dinner on May 20, 1998, at the Embassy Suites Hotel. Staff presented Commissioner Hall and Gilbert with their plaques since they were unable to attend the dinner.

Ms. Jackson also announced that Marsha Grilli, Treasurer for the Sister City Association would be hosting a meeting for delegates visiting Kukizaki in July. The meeting is scheduled for Sunday, June 7, 1998 at 2:00 p.m. at her home. Everyone was invited to attend.

VII. Citizen's Forum

Chairperson Grilli invited members of the audience to address the Commission on any subject not on the Agenda.

Echo Arthur, 785 Vasona Street questioned why former Commissioner Hermoso received a plaque the night of the recognition dinner since he only attended a few meetings. She questioned the procedures that staff follow. Mrs. Arthur stated that Ms. Jackson reported to Ms Arthur that if the Commission wanted to discuss this item it should be agendized for a future meeting. Ms Jackson also reported to the Commission that she had already responded to Ms Arthur's question after the dinner.

MOTION was made to agendize this item for the June 25, 1998, meeting. Staff was directed to prepare a brief report reviewing the procedures regarding who is invited to the Commissioner dinner.

M/S: Hall/Ridgley - Ayes: All

Jose Esteves, 825 Canada Drive, announced that the FIL-AM Association of Milpitas would be presenting a Filipino Fiesta and Commemoration of Philippine Independence on Saturday, June 6, 1998, at the Milpitas Community Center at 2:00 p.m. Mr. Esteves distributed event fliers and invited everyone to attend and enjoy the program. He reported that he and Commissioner Ridgley would be sharing master of ceremonies for the event. He further stated that the event was made possible through a grant from the City of Milpitas.

Old Business

1. July 1998 Visit to Kukizaki

Commissioner Garcia reported that on Friday, May 22, 1998, the student subcommittee met at the Milpitas Community Center with the students who will be traveling to Japan. They received a briefing regarding Japanese customs, appropriate and inappropriate behavior. Commissioner Garcia thanked both Mrs. Arthur and Commissioner Arthur for their assistance with the meeting.

Chairperson Grilli reported to the Commission that 46 people are going to Japan; 33 are citizens of Milpitas, school district personnel and City Councilmembers and spouses. The remaining are non-resident business people and their spouses.

Commissioner Lind updated the Commission regarding the Cultural Arts Exchange brochures. Students from both middle schools created brochures representing the theme "Getting to Know You" for the Commission to review and determine which ones should be sent to Japan. The brochures were designed from the lesson plan that was distributed at the April 30, 1998 meeting.

Commissioner Arthur commented that the more brochures that are sent to Japan, the better. She felt the kids worked hard on the art work and should be recognized.

MOTION was made to send all of the brochures that were created by the students to Kukizaki in July.

M/S: Garcia/Ridgley - Ayes: All

Commissioner Lind reported that the plan is to use 3 or 4 poster boards and lay out the brochures around the boards. Commissioner Garcia and Commissioner Arthur volunteered to help with the lay out of the brochures. Commissioner Lind also showed the Commission a tablecloth with colors of the flag as part of the decoration.

Commissioner Ridgley questioned what the protocol was for using the flag as a decoration. Chairperson Grilli reported that he would look into the correct protocol.

Commissioner Lind also reported that Larry Voellger was working on a

tape with the Rainbow Theatre kids singing "Getting to Know You," as part of a gift for Kukizaki.

Commissioner Ridlgey commented that the brochures were a great idea and she asked if it was possible to have all the text typed for easier reading to make it look more professional. Commissioner Lind reported that the idea was to have the students create their own brochure.

Commissioner Gilbert requested that some of the brochures be translated into Japanese. Commissioner Arthur volunteered to translate some of the brochures into Japanese.

Chairperson Grilli reported that Ken Takano received the idea of the brochures with much enthusiasm.

2. Procedures and Criteria for Selecting a Sister City

Chairperson Grilli reported that to date, he had not received any comments regarding the draft of the procedures and criteria for selecting a sister city from the Commission and requested input. There was none.

MOTION was made to accept the draft as written and forward to the City Council for approval.

M/S: Garcia/Lind - Ayes: All

3. Request From Kukizaki to Visit Milpitas the Fall of 1998

Chairperson Grilli reported that at the May 19, 1998, meeting, the City Council approved a host visit from Kukizaki in October 1998.

Commissioner Ridgley questioned why the Minutes of the April 30, 1998 kept mentioning December as the visit. According to the Minutes, the Commission recommended December as the visit, but according to the letter that Ms. Jackson wrote to Kukizaki, it states October as the approved date of the visit. Chairperson Grilli reported that the City Council decided that the visit would occur in October.

Commissioner Lind reported that Mrs. Cherry had already reserved the Community Center for November 2, 1998.

Ms. Jackson reported that when the City Council approved October for the visit instead of December she had staff check on available dates of the Community Center and let Mrs. Cherry know, so that she could reserve the hall.

Commissioner Lind gave a brief report on the other gifts that the Milpitas Alliance group was working on for Kukizaki. Larry Voellger took a picture of the flute player and a teacher at Milpitas High School was going to create a mosaic to present. Another idea was to create ceramic tiles with old buildings of Milpitas and present to the dignitaries. There will also be calendars created by the high school and coloring books to present to the students.

Ms. Cherry is also working on securing the visual performances and hoping that Kukizaki will send over some brochures so that a display can be created in the auditorium.

Chairperson Grilli requested that a subcommittee be formed to work with the Milpitas Alliance Group. This group would be responsible for general preparation for the fall visit. Commissioners Arthur, Garcia and Lind will be the subcommittee.

X. City Council Liaison Report

None

XI. Future Agenda Items

(a) Procedures on the Commissioner Recognition Dinner

XII. Adjournment

MOTION to adjourn the meeting at 8:05 pm. to the next regularly scheduled meeting on June 25, 1998, at 7:00 p.m.

M/S: Ridgley/Garcia - Ayes: All

At this point Anil Desai, 2140 Blueridge Drive requested to speak regarding Bardoli, India becoming a Sister City with Milpitas.

Ms. Jackson requested the Commission to adjourn the meeting. Ms. Jackson informed the Commission that they could not take action because it was not agendized.

MOTION was made to un-adjourn the meeting at 8:06 pm. M/S: Garcia/Ridgley - Ayes: All

Anil Desai, 2140 Blueridge Drive, requested that the Commission look into past history because at one point, the Indo-American Association had requested to establish a Sister City relationship with Milpitas and they were asked to wait until the Sister City Commission had been established. The association never heard anything more from the City. Mr. Desai requested that staff investigate the possibility of Bardoli, India in establishing a Sister City relationship with Milpitas. He requested that this item be agendized for a future meeting.

Birendra Chowdhary, 5818 St. Mathew Drive, Newark is the Chairman of the Federation of Indo-American Association and asked the Commission to reconsider the request to establish a Sister City relationship with Bardoli, India.

Chairperson Grilli requested staff to collect all information regarding Bardoli, India and to agendize this item for the July 23, 1998 meeting.

Ms. Jackson asked who would be the contact person from the Association should staff have questions. Mr. Desai said he would be the contact person.

MOTION was made to adjourn the meeting at 8:20 p.m. to the next regularly scheduled meeting on June 24, 1998, at 7:00 p.m.

M/S: Ridgley/Garcia - Ayes: All

Respectfully Submitted,

Carmen Valdez

Recording Secretary

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**CITY OF MILPITAS
SISTER CITIES COMMISSION
January 22, 1998, 7:00 p.m.
Milpitas Community Center
457 E. Calaveras Blvd., Rooms 7 & 8**

UNAPPROVED MINUTES

1. Roll

Chairperson Grilli called the meeting to order at 7:00 p.m. Commissioner Yuri Arthur, Debra Garcia, Dennis Grilli, Peggy Hall, Francesca Ridgley, Jean Rust and Alternates Arlyn Swiger and Jenifer Lind were present.

Liaison Present: Vice Mayor Bob Livengood

City staff: Cheryl Jackson, Assistant to the City Manager and Carmen Valdez, Public Services Assistant II were present.

2. Alternates

The Chair seated Commissioner Swiger in Stephen Gilbert's seat for the meeting.

3. Pledge

The Chair led the Commission in the Pledge of Allegiance.

4. Minutes

Amend item #1 in paragraph three on page two. Staff reported Commissioner Ridgley as saying "the Commission did not vote to work together with and/or for the Association." Commissioner Ridgley explained that she said, " the Commission voted to work in the July festivities."

MOTION to approve the Minutes of the October 23, 1997, meeting as corrected. M/S: Garcia/Hall - Ayes: All

5. Agenda

Commissioner Rust questioned why the item of the "Role of the Association" was eliminated from the Agenda, when she had requested it be agendized. Cheryl Jackson, Assistant to the City Manager reported the Association did not meet at their scheduled

meeting on November 20, 1997. Thus, the questions asked by the Commission could not be answered. This item will be agendized at a future meeting.

MOTION to approve the Agenda as submitted. M/S: Ridgley/Garcia Ayes: All

6. Announcements/Correspondence

Chairperson Grilli distributed copies of newsletters from Kukizaki. He reported that he had videos and a thank you note for the Commission to review.

Chairperson Grilli received correspondence from School District Superintendent Mary Frances Callan stating that the MUSD Liaisons would only be attending future meetings upon request.

Chairperson Grilli welcomed the new Alternate, Jenifer Lind, to the Commission.

Chairperson Grilli reported that the Trash Troopers are available for the 4th of July festivities if the Commission is interested in utilizing their services again. He requested that the Commission consider if they want to participate in a booth at the 4th of July festivities on behalf of the Association.

Chairperson Grilli reported that two groups approached the Commission to become a Sister City. The two cities are Patiala, India and Pampanga, Town of Mabalacat in the Philippines. The group from India has already established a support group of interested Milpitas residents.

Commissioner Ridgley reported that she spoke with Pat Amoroso, President of Fil-Am, to try and get Fil-Am to support the new group from the Philippines. She requested that Mr. Amoroso give the information to Chairperson Grilli. To date, Chairperson Grilli has not received any information. Commissioner Ridgley reported that the spoken dialect from Pomanga was Ilocano.

Vice Mayor Livengood stated that if Cities are interested in becoming a Sister City with Milpitas, they need to show a strong support; and, that there should be some commonality between the cities. The City Council will need this information presented to them before deciding to establish another Sister City.

Chairperson Grilli reported to the Commission that he had a lengthy discussion with Vice Mayor Ogawa regarding the number of Milpitas staff, Commissioners, and dignitaries that might be interested in attending the next trip to Kukizaki, Japan. The next trip is tentatively scheduled for June 24, 1998.

Commissioner Garcia reported that she would be attending the Sister Cities International Annual Conference in Miami on July 30-August 1, 1998. She ask the Commissioners to contact her if they are interested in attending and would like to share expenses.

Mrs. Echo Arthur (a Milpitas resident in the audience), questioned how the replacement of Jerome Hermoso was selected. Ms. Jackson explained that Commissioner Lind applied in April. The Commissioner discussed how advertising for the various Commissions is processed. The advertising for Commission vacancies is done annually

through the Milpitas Post.

7. Citizens Forum

Chairperson Grilli invited members of the audience to address the Commission on any subject not on the Agenda. There was no one in the audience who wished to address the Commission.

8. Old Business

1. Kukizaki Visit: Evaluation of Official Visit

On October 30-November 4, 1997, the City of Milpitas hosted a delegation of citizens and middle school students from Kukizaki, Japan. Chairperson Grilli asked for comments from the Commission with respect to the visit.

Commissioner Ridgley felt everything was well organized. The Welcome and Farewell Ceremony were very impressive. She noticed that the pumpkin carving was a huge success. She questioned the number of participants who attended the ceremonies. Her comment was that there should be more publication of the event. She also thanked staff, and Commissioner's Swiger and Arthur for their assistance.

Commissioner Rust stated that the event seemed to be very quick.

Commissioner Arthur felt that a day should be planned for the students and the host families to increase participation in ceremonies.

Ms. Jackson stated that the Kukizaki officials specifically requested the type of event(s) they wanted; and, the time(s) they wanted the events to occur. Commissioner Ridgley commended Ms. Jackson and Special Events Coordinator Marsha Schneider for their efforts/

2. Web Page

Commissioner Swiger discussed the system capabilities with Public Information Specialist Eliren Pasion. He reported that what the Commission approved at the September 25, 1997, meeting, could be incorporated into the City's system. The information needs to be formatted to fit the current system. Utilization of maps would depend on the labor involved because of budget constraints. The continuing problem would be updating the information so that it remained current. Commissioner Swiger distributed a copy of the template layout and requested this item be agendaized for the next meeting for approval. The Commissioners were asked to forward their comments to Ms. Jackson for inclusion with the February agenda packet.

3. Teacher Search

Chairperson Grilli reported that a number of applications have been received and will be forwarded to Kukizaki for their review and

coordination. If Kukizaki needs any assistance, staff and the Commission will provide assistance.

9. New Business

4. Election of Officers

Section 5 of the Commission by-laws states that "A Chairperson and Vice Chairperson will be annually selected at the first meeting of the year from the appointed members for a term of one year." Cheryl Jackson, Assistant to the City Manager opened the floor for nominations. Commissioner Garcia nominated Dennis Grilli, Commissioner Hall seconded the motion. Commissioner Hall, Rust and Garcia were nominated into office by Commissioner Ridgley however they declined.

Ms. Jackson closed the nominations for Chair.

Vote to elect Dennis Grilli for Commission Chair resulted as follows:

Grilli: Arthur, Garcia, Grilli, Hall, Ridgley, Rust, Swiger

Chairperson Grilli opened the floor for nominations for Vice Chair.

Commissioner Hall nominated Debra Garcia, Chairperson Grilli seconded the motion.

Commissioner Ridgley nominated Stephen Gilbert, Commissioner Rust seconded the motion. Commissioner Arthur was nominated and declined before there was a second to the motion.

Chairperson Grilli closed the nominations for Vice Chair.

Vote to elect Commissioner Garcia and Gilbert for Commission Vice Chair resulted as follows:

Garcia: Hall, Grilli, Arthur, Garcia Gilbert: Ridgley, Rust, Swiger

Commissioner Garcia was nominated as Vice Chair of the Sister Cities Commission.

5. Role of City Staff

At the October 23, 1997, meeting the Commission requested staff to agendize a discussion regarding staff's role to the Commission. A copy of the Milpitas Sister Cities Commission by-laws were included in the Commission packet. The information requested is listed in Section 10 of the by-laws. Ms. Jackson opened the floor for discussion. There was no discussion.

10. City Council Liaison Report

Vice Mayor Livengood reported that at the January 20, 1998, City Council meeting, the City Council voted to discontinue the 1998 Street Fair at the Great Mall of the Bay Area. Staff was directed to plan a 4th of July event back at Cardoza Park while utilizing the Sports Center facilities.

11. Future Agenda Items

- (a) Sister Cities Commission relationship with Association
- (b) Clarification of role of MUSD Liaison
- (c) Amendments to application for Kukizaki visit
- (d) Discussion on procedures/criteria for relationships to the selection of the Sister City Commission.
- (e) Communications
- (f) Approval of template for Web Page

12. Adjournment

MOTION to adjourn the meeting at 8:05 p.m. to the next regularly scheduled meeting on February 26, 1998, at 7:00 p.m. M/S: Garcia/Rust - Ayes: All

Respectfully submitted,
Carmen Valdez
Recording Secretary

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